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2013–2014 Title I Assessment Manual

**Reading and Mathematics Minnesota Comprehensive Assessments
(MCA)**

**Reading and Mathematics Minnesota Comprehensive Assessments-
Modified (MCA-Modified)**

Science Minnesota Comprehensive Assessments (MCA)

**Reading, Mathematics, and Science Minnesota Test of Academic Skills
(MTAS)**



Minnesota Department of
Education

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Minnesota Department of
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Authorization Letter

Authorized Users: District Testing Personnel

Work Authorized: Title I Assessments:

- Reading, Mathematics, and Science Minnesota Comprehensive Assessments (MCA)
- Reading and Mathematics Minnesota Comprehensive Assessments – Modified (MCA-Modified)
- Reading, Mathematics, and Science Minnesota Test of Academic Skills (MTAS)

This letter contains the terms and conditions under which the State of Minnesota Department of Education is authorizing testing personnel as defined in the *Procedures Manual for the Minnesota Assessments* to administer the state-designated Title I assessments. By accepting delivery of the tests and opening the testing materials for distribution, you agree to the terms and conditions set forth in this letter.

You are authorized to administer the 2013–2014 Title I assessments only in strict accordance with the *Test Monitor and Student Directions* accompanying the tests and in compliance with security requirements outlined in the *Procedures Manual for the Minnesota Assessments*.

The State of Minnesota is and remains the owner of all intellectual property and copyrights in this work at all times. Permission to administer the test is granted without fee. Reproduction of these tests is prohibited without the express written permission of the commissioner of the department. Unauthorized reproduction of these tests is a violation of the Federal Copyright Act and may expose you to substantial liability. Under the Federal Copyright Act, 17 U.S.C. Subsections 504 and 505, the State may recover the actual damages caused by a violation, or statutory damages ranging from \$500 to \$100,000 per violation, as well as the State's attorney fees and other costs. Section 506 of the Act provides that certain copyright violations are criminal offenses, punishable by fines and imprisonment.

These tests are nonpublic examination data and nonpublic security information under the Minnesota Government Data Practices Act, Minnesota Statutes Sections 13.34 and 13.37 (1994). The Data Practices Act provides for civil and criminal penalties for violations of the Act.

The permission granted for this limited use is given to testing personnel alone, on a non-exclusive basis, and testing personnel may not transfer this right to any other person or entity.

This letter describes the scope of authorization to use the above-described tests. By accepting delivery of the tests and opening the testing materials for distribution, you agree to be bound by all the terms and conditions set forth in this letter including the *Test Monitor and Student Directions*, the U.S. Copyright Act, 17 U.S.C. Section 101-810, Minnesota Data Practices Act, and Minnesota Statutes Chapter 13.

State of Minnesota
Department of Education
Date: January 2014

Contact Information

		Statewide Testing Division 1500 Highway 36 West, Roseville, MN 55113 Email: mde.testing@state.mn.us Fax: 651-582-8874	
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651, 763, 952	Tracy Cerda	651-582-8692	Tracy.Cerda@state.mn.us
507, 320	Lisa Grasdalen	651-582-8485	Lisa.Grasdalen@state.mn.us
218	Julie Nielsen-Fuhrmann	651-582-8837	Julie.Nielsen-Fuhrmann@state.mn.us
Additional Resources: Linda Sams, Manager, 651-582-8431			

	American Institutes for Research (AIR) 1-877-215-8749 (press 1 for questions on online testing, AIR systems, and login information) 1-877-218-7663 (fax) MNHelpDesk@air.org
	Data Recognition Corporation (DRC) 1-877-215-8749 (press 2 for questions on paper test materials and shipping support) Attn: Minnesota 7303 Boone Avenue Brooklyn Park, MN 55428

Important Dates for 2013–2014 Title I Accountability Assessments ¹					
Assessment		MCA	MCA-Modified	MTAS	MCA
Respon- -sible Party	Subject	Reading, Math	Reading, Math	Reading, Math, Science ²	Science ²
DAC	Supplemental Information Window in TIDE	Dec 16–Jan 24			
DAC	Pretest Editing in Test WES	Dec 16–Jan 24 (paper and online assessments)			
		Jan 24 (precode data used for initial test materials shipment) ^{3,4}			
		Jan 27–May 8 (online assessments only) ^{5,6}			Jan 27–May 15 ^{5,6}
DAC	Indicate Site Readiness in Test WES	Dec 16–Feb 28			
DAC	Download manuals and other resources	Jan 27			
SUPT	Request Alternate Assessment Waiver in Test WES	N/A		Feb 24–Mar 21	N/A
DAC	Receive paper test materials	Mar 18 or 25 ⁷		Mar 4 or 11	Mar 18 or 25 ⁷

¹ Adequate Yearly Progress (AYP) and Multiple Measurement Ratings (MMR) data release dates are still to be determined and will be communicated by the MDE Division of Student Support.

² Science MTAS results will be released with Science MCA results; science is not used for AYP or MMR calculations.

³ Initial test materials quantities of regular and accommodated paper test materials (including accommodated test materials for online assessments) and preprinted answer documents or labels for paper assessments are produced from this precode data. MARSS updates must be submitted by January 23 to be included in the precode. This date may be earlier if you use a student information service provider. Check with your provider for dates.

⁴ This date is also the deadline to select paper administration mode by school for the grades 3–8 and 10 Reading MCA and grades 3–8 and 11 Mathematics MCA.

⁵ Pretest Editing continues for online assessments until the day before the last day of the testing window so that student enrollment and eligibility information continues to be updated in AIR's systems. If accommodations are changed or entered during this time, accommodated test materials must be ordered through additional orders.

⁶ In order to have a student loaded for online testing or data entry, any MARSS updates need to be made two days before the scheduled test date. Once MARSS is submitted, that data is gathered overnight and is visible in Test WES the next day. Any changes made in Precode Student Eligibility will be reflected in AIR's systems the next day. Manual changes include adding a student, changing testing location or grade, or deleting a manual record

⁷ This shipment includes paper accommodated test materials for online assessments. When scheduling test administration, keep in mind that these test materials will arrive after the opening of the online testing windows.

Important Dates for 2013–2014 Title I Accountability Assessments ¹					
Assessment		MCA	MCA-Modified	MTAS	MCA
Respon- sible Party	Subject	Reading, Math	Reading, Math	Reading, Math, Science ²	Science ²
DAC	Order additional test materials in TIDE	Mar 18–May 1 ⁸		Mar 4– May 8 ⁹	Mar 18–May 1 ⁸
DAC	Data entry available for LCI data ¹⁰	N/A		Mar 10	N/A
TESTING DATES (including make-ups)		Online grades 3–8, 10 reading and grades 3–8, 11 mathematics: Mar 10–May 9 ----- Paper grades 3–8, 10 reading and grades 3–8, 11 mathematics: Apr 14–May 2	Mar 17–May 9	Test administration and data entry: Mar 17–May 9	Mar 17–May 16
DAC	Ship scorable test materials, complete online tests, or enter student response and scores by	Paper grades 10–11: Initial: Friday of test week, no later than April 29 ¹¹ Make ups: May 2 ----- Paper grades 3–8: May 7 ¹² ----- All online tests or data entry completed: May 9	All online tests or data entry completed: May 9	Enter grade 10 reading score data by April 25 ¹³ ----- Enter all score data by May 9	All online tests or data entry completed: May 16
DAC	Ship secure nonscorable test materials by	Paper administrations: May 14 Online accommodated test materials: May 23		May 23	

⁸ Additional test materials can be ordered in TIDE until noon on the day before the end of the paper administration testing window. After this time, additional accommodated test materials for online administrations and return shipping materials can be ordered by calling the AIR Help Desk and pressing 2 for DRC.

⁹ Additional test materials can be ordered until noon on the day before the end of the testing window so that test materials will arrive in time for test administration.

¹⁰ The Data Entry Interface will open one week prior to the MTAS test administration and data entry window to allow for earlier Learner Characteristics Inventory (LCI) data entry.

¹¹ In order to provide early results for high school, completed answer documents should be returned on the Friday after the initial test date(s) but must be returned no later than April 29. Answer documents from make-up days may be sent in a separate shipment but answer documents shipped after April 29 will not be included in early results.

¹² Districts are encouraged to return materials as soon as tests are completed to facilitate the timely return of results. Materials from make-up days may be sent in a separate shipment.

¹³ Even though the MTAS testing and data entry window is open until May 9, the scores for the majority of grade 10 Reading MTAS students should be entered into the Data Entry Interface by Friday, April 25, so that technical work related to scoring and equating can be completed in time for the high school early results release on May 23. The availability of early reports and graduation letters for grade 10 Reading MTAS students is contingent upon sufficient score data being entered by April 25.

Important Dates for 2013–2014 Title I Accountability Assessments ¹					
Assessment		MCA	MCA-Modified	MTAS	MCA
Respon- sible Party	Subject	Reading, Math	Reading, Math	Reading, Math, Science ²	Science ²
DAC	Retrieve grade 10 reading early student-level results, including graduation letters, in ORS ¹⁴	May 23			NA
DAC and MARSS	Posttest Editing in Test WES	May 27–Jun 13			
MARSS	Last day to update MARSS data for accountability ¹⁵	Jun 11			
DAC	Retrieve embargoed final math (grades 3–8), reading and science DSR and SSR files in MDE Secured Reports ^{16,17}	Jun 25–Jul 29			
DAC	Retrieve embargoed final math (grades 3–8), reading and science school and district summary results in MDE Secured Reports ¹⁸	Jul 15			
DAC	Last day to request a late score entry	Jul 25			
DAC	Retrieve all embargoed final DSR and SSR files, including grade 11 math, in MDE Secured Reports	Aug 8			NA

¹⁴ Grade 11 Mathematics MCA, MCA-Modified, and MTAS are not included in early reporting in 2014 because of standard setting. Student results will be available with final assessment results.

¹⁵ This date may be earlier if you use a student information service provider. Check with your provider for dates.

¹⁶ Preliminary results are also released in AIR’s Online Reporting System (ORS) on June 27 for MCA (paper administrations and responses entered into the Data Entry Interface for online Reading MCA), MCA-Modified, and MTAS. Results available through the Online Reporting System are preliminary because they do not reflect changes from Posttest Editing. All other Title I results were available immediately after test administration.

¹⁷ The 2013 District and School Student Results (DSR and SSR) files will be unavailable from August 1–7 to deploy grade 11 mathematics DSR and SSR files.

¹⁸ Reading and science summary results will be available under Test Results Summary. From July 15–August 22, grades 3–8 mathematics summary results will only be available under the School Improvement Assessment Reports. Once grade 11 mathematics results are available, all mathematics summary results will be available in Test Results Summary.

Important Dates for 2013–2014 Title I Accountability Assessments ¹					
Assessment		MCA	MCA-Modified	MTAS	MCA
Respon- -sible Party	Subject	<i>Reading, Math</i>	<i>Reading, Math</i>	<i>Reading, Math, Science²</i>	<i>Science²</i>
DAC	Retrieve all embargoed final school and district summary results, including grade 11 math, in MDE Secured Reports	Aug 22			NA
DAC	Retrieve grade 11 math results, including graduation letters, in ORS	Aug 22			NA
MDE	Media receive embargoed final assessment results for school and district ¹⁹	Aug 25			
MDE	Public release of final assessment results in Data Center	Aug 26			
DAC	Student reports arrive in district	Oct 20			
DAC	Student report DVD arrives in district	Nov 17			
DAC	Last day to request a rescore	Nov 26			

¹⁹ Media files will also be provided to districts through MDE Secured Reports on the same date.

Overview

Service Provider

American Institutes for Research (AIR) is the testing service provider for the following assessments:

- Title I: Reading, Mathematics, and Science Minnesota Comprehensive Assessments (MCA); Reading and Mathematics Minnesota Comprehensive Assessments-Modified (MCA-Modified); Reading, Mathematics, and Science Minnesota Test of Academic Skills (MTAS)
- Grades 3–8 Mathematics Optional Local Purpose Assessment (OLPA)
- GRAD Retests: Reading, Mathematics, and Written Composition Graduation-Required Assessments for Diploma (GRAD)

AIR has subcontracted with Data Recognition Corporation (DRC) for the paper assessments. DRC will be handling the printing, shipping, and processing for all paper test materials.

For questions regarding online testing and the Online Testing System, Test Information Distribution Engine (TIDE), the Online Reporting System, and Learning Point Navigator, please call the AIR Help Desk at 1-877-215-8749 and press 1 for AIR. For questions regarding paper tests, including receiving and returning materials, please call the AIR Help Desk and press 2 for DRC.

Organization of This Manual

The first section of the manual provides descriptions of the Reading, Mathematics, and Science MCA; Reading and Mathematics MCA-Modified; Reading, Mathematics, and Science MTAS; and information regarding training testing personnel, test security, and the secure systems available on the Minnesota Assessments portal.

The middle section of the manual describes the receipt of test materials, the paper administration of the Reading and Mathematics MCA assessments, the online administration of the MCA and MCA-Modified assessments (including paper accommodated test materials), and the administration of the MTAS.

The last section of the manual discusses the collection and return of test materials to DRC, information about assessment results, and links to resources, as well as appendices that include documentation and checklists relevant to the MCA, MCA-Modified, and MTAS assessments. Forms for the Title I assessments are not included in this manual but can be found in the *Procedures Manual for the Minnesota Assessments*. Certain forms for MTAS Test Administrators can be found in the *MTAS Task Administration Manual*.

When reviewing this manual, districts should also have access to the *Procedures Manual for the Minnesota Assessments*, *TIDE User Guide*, *Test Monitor User Guide for the Online Testing System*, and *Data Entry Interface User Guide*. These additional resources provide the detailed information referenced in this manual.

- The *Procedures Manual for the Minnesota Assessments* is available on the General Resources page of the Minnesota Assessments portal. [View the General Resources page](http://www.mnstateassessments.org/resources/?section=1) (<http://www.mnstateassessments.org/resources/?section=1>).
- All user guides are available on the User Guide page of the Minnesota Assessments portal [View the User Guide page](http://www.mnstateassessments.org/resources/?section=2) (<http://www.mnstateassessments.org/resources/?section=2>).

Description of the Title I Assessments

The Title I section of the Elementary and Secondary Education Act (ESEA) requires that all public school students be assessed in grades 3–8 and once in high school in reading and mathematics for Adequate Yearly Progress (AYP) and Multiple Measurement Ratings (MMR). The MCA, MCA-Modified, and MTAS in reading and mathematics are used to meet this federal requirement.

Testing of science in grades 5, 8, and once in high school for public school students is also required for ESEA but is not included in AYP proficiency or MMR calculations. However, student participation in the assessment is calculated. Grades 5 and 8 Science MCA use a participation calculation that parallels the AYP participation calculations for reading and mathematics. The high school calculation is the same except only students with a matching assessment are included in the calculation. Both the Science MCA and the Science MTAS are used to meet this federal requirement.

The Title I assessments measure Minnesota students' achievement on the Minnesota K–12 Academic Standards. In addition, the assessment results can be used to inform curriculum decisions at the district and school levels.

More information about the Title I assessments can be found in the *Procedures Manual for the Minnesota Assessments*.

Reading and Mathematics MCA

The **grades 3–8 and 10 Reading MCA** assessments are aligned to the 2010 Minnesota Academic Standards. Districts choose the administration mode (paper or online) by school.

This year, the online grades 3–8 and 10 Reading MCA are fixed-form tests. The online assessment contains traditional multiple-choice items along with technology-enhanced items where students use the capabilities of the computer to manipulate reading content, such as demonstrating a sequence of actions or events, making connections between a cause and its effect, and choosing supporting details of a main idea. Students taking the assessment online are able to pause at different points in the test and return to complete the test at a later time. However, all items associated with a passage are on the same page, and students must complete all items associated with the passage before pausing their test. Title pages appear at the beginning of the passage, and students should pause on the title pages if they will not have

time to complete all items associated with the next passage. Note: for 2013–2014, fewer reading passages will be used, and each passage will have more items associated with it compared to the 2012–2013 administration.

Schools with limited computer capacity have the option to give the grades 3–8 and 10 Reading MCA using the paper administration mode. The paper assessment is divided into four segments and contains multiple-choice items where the student selects the correct or best response. As with the online assessment, for 2013–2014, fewer reading passages will be used, and each passage will have more items associated with it compared to the 2012–2013 administration.

The **grades 3–8** and **11 Mathematics MCA** assessments are aligned to the 2007 Minnesota Academic Standards. Districts choose the administration mode (paper or online) by school.

The online grades 3–8 Mathematics MCA are adaptive tests. This means that the test adjusts to each student's skills. Every time a student answers a question, her or his response helps to determine the next question the student must answer. This testing method provides a more precise measure of students' skills and knowledge. Although each student answers different test questions, the Mathematics MCA assesses only the standards for that grade level. Students in grades 3–8 have access to an online calculator when allowed and use easily accessible formula sheets.

The grade 11 Mathematics MCA is a fixed-form test. Students can use the online calculator or a handheld calculator for the entire test and use easily accessible formula sheets.

The online grades 3–8 and 11 assessments contain traditional multiple-choice items along with technology-enhanced items where students use the capabilities of the computer to select one or more points on a graphic, drag and drop a graphic from one location to another, or manipulate a graph. Students taking the assessment online are able to pause at any point in the test and resume the test at a later time, have access to an online calculator when allowed, and use easily accessible formula sheets.

Schools with limited computer capacity have the option to give the grades 3–8 and 11 Mathematics MCA using the paper administration mode. The paper assessment is divided into four segments and contains multiple-choice items. Students in grades 5–8 and 11 will also have gridded-response items. Gridded-response items require a student to compute the correct answer and enter it.

Science MCA

The Science MCA is an online assessment aligned to the 2009 Minnesota Academic Standards. The Science MCA is administered in grades 5, 8, and one grade in high school. The high school Science MCA covers the grades 9–12 Minnesota Academic Standards in Life Science (Strand 4) and the Nature of Science and Engineering (Strand 1). Students in grades 9–12 who are enrolled in a life science/biology course or have received instruction on all Strand 4 and Strand 1 standards related to life science during the school year are expected to take the high school Science MCA. Students who transfer to your district and have completed life science coursework in a previous district will not take the high school science assessment in your district. However, students who are re-taking their life science/biology course must take the Science MCA again, even if they took it previously.

The Science MCA contains traditional multiple-choice items along with technology-enhanced items where the student uses the capabilities of the computer to create a graph or data table, click a hot spot, or drag and drop images or words into designated response areas.

Students taking the assessment are able to pause at different points in the test and return to complete the test at a later time. However, items associated with a scenario appear on multiple pages. All of the information a student needs to answer the item(s) appears on the page he or she is viewing, but the content is related across pages within the scenario. Even though a student could pause after completing all items on a given page, MDE recommends that a student complete all items associated with the scenario before pausing. Title pages appear at the beginning of the scenario, and students will know when they have completed all items associated with a scenario when they see the title page for the next scenario.

Reading and Mathematics MCA-Modified

This is the last year of administration for the Reading and Mathematics MCA-Modified. After spring 2014, the MCA-Modified will no longer be an option for Minnesota students.

The MCA-Modified is an alternate assessment based on modified achievement standards that is positioned between the MTAS and the MCA. The MCA-Modified is available in reading in grades 5–8 and 10, and in mathematics in grades 5–8 and 11. It measures achievement on the Minnesota Academic Standards, but achievement standards for this assessment have been set separately from the MCA. Participation in the MCA-Modified is limited to persistently low-performing students receiving special education services whose Individual Education Program (IEP) team determines that they meet the specific eligibility requirements found in the *Alternate Assessment Eligibility Requirements*. Students who are identified as persistently low performing in a subject are eligible to take the MCA-Modified test for ESEA accountability purposes **only** if other eligibility requirements are also met.

All MCA-Modified items are multiple-choice. The MCA-Modified has items and passages that have been adapted to increase their accessibility for students with disabilities. Here are some examples of the modifications:

- Answer options reduced in number from four to three
- Reading passages with fewer words, lower readability ranges, and test items grouped with the applicable part of the passage
- Additional graphics on mathematics items
- Formulas frequently included with mathematics items
- Key words bolded

The **grades 5–8 and 10 Reading MCA-Modified** are aligned to the 2010 Minnesota Academic Standards and are only administered online. Each passage is divided into parts, and the parts appear across multiple pages in the online test. Items associated with each part of a passage appear on the same page. At the end of a passage, the entire passage may be shown once again with one or more items that relate to the passage as a whole. Even though a student could pause the test after completing all items on a given page, MDE recommends that a student complete all items associated with the passage before pausing. All of the information a student needs to answer the item(s) appears on the page he or she is viewing, but the content is related across pages within the passage. Title pages appear at the beginning of the passage, and students will know when they have completed a passage when they see the title page for the next passage.

The **grades 5–8 and 11 Mathematics MCA-Modified** are aligned to the 2007 Minnesota Academic Standards and are only administered online. Students are able to pause at different points in the test and return to complete it at a later time, have access to an online calculator when allowed, and use an easily accessible online formula sheet.

Minnesota Test of Academic Skills (MTAS)

MTAS is a performance-based assessment in reading, mathematics, and science for students with significant cognitive disabilities. It is an alternate assessment based on alternate achievement standards that features substantial reductions in the complexity of the academic content standards. Participation in MTAS requires that the student meet the specific eligibility requirements found in the *Alternate Assessment Eligibility Requirements*.

MTAS consists of tasks that are scored by the test administrator with the aid of task-specific scripts and scoring rubrics. MTAS administration materials available include Task Administration Manuals, Presentation Pages, and Response Option Cards that incorporate the use of pictures, symbols, or objects. The Reading MTAS is assessed in grades 3–8 and 10; the Mathematics MTAS is assessed in grades 3–8 and 11; and the Science MTAS is assessed in grades 5, 8, and high school. Each MTAS consists of 15 tasks.

The same grade-level considerations for the Science MCA apply in the determination of which high school students will take the Science MTAS. The Science MTAS should be administered when the high school student receives instruction in the life science standards. While some students with significant cognitive disabilities may not be enrolled in a course called Life Science or Biology, they should have access to the general education curriculum, which includes instruction in life science. The IEP team determines the most appropriate year for a student to take the high school Science MTAS.

General Information for 2013–2014

Please refer to the *Important Dates* sheets in the front of this manual for the testing windows for the Title I assessments.

Training Testing Personnel

The District Assessment Coordinator must ensure that all testing personnel, including Test Monitors and MTAS Test Administrators, are trained before they handle test materials. Emphasis should be given to the following:

- All district and school staff must be aware of the security policies for handling test materials and online administration. MDE provides some training resources, including a presentation and video clips, districts should use to train Test Monitors and other staff on security requirements. See the next section for more information about security.
- No unauthorized person should handle the test materials.
- District and school staff should not view test items.
- All district and school staff involved in statewide testing should understand and follow test administration procedures and timelines.
- Specific training materials for MTAS Test Administrators are available on the Minnesota Assessments portal.
- The Online Test Monitor Certification Course is strongly recommended each year for Test Monitors administering online assessments. This course provides information on the steps involved in starting, monitoring, and stopping an online test session in the Online Testing System and is available on the Minnesota Assessments portal.
- District and school staff who are involved in administering or handling any statewide assessment must sign a *Non-Disclosure Agreement*. The *Non-Disclosure Agreement* is available in two formats, and either version is acceptable for district documentation. Documentation must be kept on record at the district for 12 months after the end of the academic school year in which testing took place. An individual who signed a *Non-Disclosure Agreement* early in the school year does not need to sign another one when testing begins, but all Test Monitors administering online assessments must complete the *Non-Disclosure Agreement* in the Test Information Distribution Engine (TIDE) in order to administer an online assessment.
 - For Test Monitors administering online tests, the online *Non-Disclosure Agreement* must be read and accepted on the Non-Disclosure tab in TIDE before they will be able to log in to the Online Testing System. District Assessment Coordinators can view a list of staff who have completed the *Non-Disclosure Agreement* on the “Manage Users” page in TIDE. Staff can also print out the resulting form and send it to the District Assessment Coordinator for documentation (if required by the district for documentation).
 - For Test Monitors administering paper tests, the *Non-Disclosure Agreement* is available in the *Procedures Manual for the Minnesota Assessments*. It must be signed

and sent to the District Assessment Coordinator before any district staff can access test materials.

Security

All Minnesota assessments must be administered under standard testing conditions. Refer to the *Procedures Manual for the Minnesota Assessments* for more information about ethical practices within the assessment process and roles and responsibilities for testing. The district must use the directions that are provided in the applicable *Test Monitor and Student Directions*, this *Title I Assessment Manual*, the Online Test Monitor Certification Course, and the *Procedures Manual for the Minnesota Assessments*. Districts must also keep on file signed *Non-Disclosure Agreements* (as described previously) for all personnel with access to secure test materials.

Test Materials Security Requirements

Place all paper test materials in a secure, locked location until you are ready to distribute them to the Test Monitor at the time of testing or to MTAS Test Administrators to prepare for administration. Do not leave test materials unattended before, during, or after testing. Test materials that are not being used should be kept in a secure, locked location.

A secure, locked location must be available for all District and School Assessment Coordinators, Test Monitors, and MTAS Test Administrators to store all test materials, including accommodated test materials, when the test materials are not being used.

See Chapter 3 of the *Procedures Manual for the Minnesota Assessments* for further information.

Student Identification

All students taking assessments must have a valid MARSS/SSID number. A student must be eligible to test and be known to the Test Monitor in order to test.

For online testing, students must log in using their first name as it appears in MARSS, their MARSS/SSID number, and the session ID. (The session ID is created after the Test Monitor starts a test session.)

Students' names must be loaded to TIDE for your district and/or school, depending on the Test Monitor's user role, in order to be able to log in to the Online Testing System. If the Test Monitor has a district-level user role in AIR's systems, then the district information on the student enrollment has to be up-to-date in TIDE in order for the student to log in; if the Test Monitor has a school-level user role, then the district and school information on the student enrollment has to be up-to-date. Student enrollment information must be updated in MARSS or Precode Student Eligibility in Test WES.

For paper testing, students will verify the accuracy of preprinted information at the time of testing. Students with incorrect information on their preprinted label or answer document can continue to use the answer document (unless the label or answer document has another student's name or MARSS number, or the incorrect grade). However, if a student uses an answer document with incorrect student information preprinted on it or its label, be sure to correct the information in MARSS. If you want the information on the student's answer document to be correct, you can place a district/school label over the incorrect preprinted information and bubble in the correct information on the answer document. The MARSS/SSID number and other student demographic information must be accurately and clearly bubbled, and a district/school label must be applied.

Security Violations

Districts must report any known violations of test security to MDE. MDE must accept reports of a violation of test security from anyone with knowledge of such an incident and must investigate any reported incidents of breaches in test security. See Chapter 3 of the *Procedures Manual for the Minnesota Assessments* for more information.

The consequences of a violation in test security may include

- the invalidation of test scores if a violation is found to justify serious questions about the integrity of the results of the test administration; and/or
- other reasonable sanctions that are necessary to preserve the security and confidentiality of future tests and test administrations.

Security Forms

Test Administration Report

The *Test Administration Report*—located in Appendix A of the *Procedures Manual for the Minnesota Assessments*—is used to record the occurrence of a variety of special circumstances, including, but not limited to, test misadministrations and reasons for invalidations.

The *Test Administration Report* (or similar form created by the district) must be kept on file at the district for 12 months after the end of the academic school year in which testing took place. If the report is completed by the School Assessment Coordinator; a copy should be forwarded to the District Assessment Coordinator. Districts must maintain records necessary for program audits or monitoring conducted by MDE. Districts are **not** required to return the *Test Administration Report*.

For high school Title I assessments that are used to meet graduation assessment requirements (grades 10 and 11 Reading and Mathematics MCA, MCA-Modified, and MTAS), any misadministration is considered a security breach and must be recorded on the *Test Security Notification Form* and submitted to MDE.

The following are examples of misadministrations in grades 3–8 only (misadministrations are considered a security breach for grades 10 and 11):

- A student moves to the next test segment before instructed to do so in a paper administration of the Reading or Mathematics MCA.
- A student engages in inappropriate behavior or action that results in a test being invalidated.
- A student uses a calculator during a non-calculator segment.

The following are examples of special circumstances for all grades:

- The district uses a translator to translate test directions to an English language learner.
- A student refuses to take an assessment or cheats on an assessment, requiring the assessment to be invalidated.
- A student's responses are transferred by staff to an answer document or entered into the Data Entry Interface.

Test Security Notification Form

The *Test Security Notification Form*—located in Appendix A of the *Procedures Manual for the Minnesota Assessments*—is used to report security breaches involving a state assessment. Security breaches include sharing items prior to, during and after testing and having unauthorized materials available during testing, as well as any misadministration of the grades 10 and 11 Reading and Mathematics MCA, MCA-Modified, and MTAS. When a security breach occurs, the School Assessment Coordinator should contact the District Assessment Coordinator. The District Assessment Coordinators immediately complete the *Test Security Notification Form* and fax it to MDE at 1-651-582-8874.

Completing Security Forms During Test Administration

On testing day, District Assessment Coordinators should be available to answer questions from School Assessment Coordinators and, if necessary, complete the *Test Security Notification Form* in the event that a security breach on a state assessment occurs.

School Assessment Coordinators should be available on testing day to answer questions from Test Monitors. The School Assessment Coordinator should make arrangements with the District Assessment Coordinator to ensure completion of the *Test Administration Report*, as well as how to report any security breaches for the *Test Security Notification Form*.

Minnesota Assessments Portal

The [Minnesota Assessments portal](http://www.mnstateassessments.org) (<http://www.mnstateassessments.org>) is AIR's website where districts can access information about testing, including manuals, user guides, online item samplers, and secure systems such as the Online Testing System, TIDE, the Online Reporting System, and Learning Point Navigator. A password is not required to access the portal; however, a username and password are required to access any of the secure systems.

AIR uses a Common Login System (CLS) to integrate the secure systems and applications. CLS is designed to ease the login process and simplify navigation between secure systems. After you have logged in to one system, you can switch between systems you have access to without needing to log out and log in again. The top center of your browser contains a drop-down menu listing all secure systems. Your current system is displayed at the top of this drop-down menu.

Test Information Distribution Engine (TIDE)

TIDE is the system used to manage user roles, view students, and view and edit shipping information, as well as to order additional test materials. Student information is populated in TIDE, which is used to show the students who are eligible for testing and the students' test settings and accommodations. District Assessment Coordinators add and manage additional users at the district and school levels. For questions on usernames and login information, District Assessment Coordinators should contact the AIR Help Desk at 1-877-215-8749 (press 1) or MNHelpDesk@air.org.

Following is a summary of key functions in TIDE for District Assessment Coordinators:

- Add users
- Upload rosters for the Online Reporting System and Learning Point Navigator
- Complete specific TIDE activities for paper test materials:
 - Indicate supplemental information, such as selecting district overage amount and preprinted answer documents or labels
 - Verify "ship-to" addresses if test materials will be shipped to schools
 - Order additional test materials
- Verify student test settings and accommodated text-to-speech indications
- Indicate invalidations for online testing

Additional information on TIDE functionality can be found in the *TIDE User Guide*. The *User Roles and Access to Minnesota Assessments Systems Provided by AIR* shows the systems, tasks, and features each user role in AIR's online systems is able to access and can be found on the Minnesota Assessments portal under Resources.

Online Testing System

The Online Testing System is the system students use to take online assessments and Test Monitors use to start test sessions and administer the online assessments.

- Students access the Online Testing System through a secure browser installed on their computers. The secure browser must be installed on each workstation that students will use for online testing. Students will not be permitted to log in if they are using a secure browser that is not supported with the correct operating system version. The Secure Browser page on the Minnesota Assessments portal includes instructions for installing the secure browser on individual workstations as well as instructions for downloading the files onto a network and then copying them to the appropriate student workstations. Technology Coordinators can read more on how workstations will need to be set up in the *Technical Specifications Manual for Online Testing*.
- Test Monitors access their interface of the Online Testing System through the Minnesota Assessments portal. This interface allows Test Monitors to create test sessions, approve students, and observe the students' test progress. Please refer to the *Test Monitor User Guide for the Online Testing System* for more information.

Data Entry Interface

The Data Entry Interface is used by staff to enter student responses for students who require paper accommodated test materials for schools that are otherwise testing online for the Reading and Mathematics MCA, Reading and Mathematics MCA-Modified, and Science MCA. This system is also used by staff to enter scores for students who complete MTAS. The Data Entry Interface functions similarly to the Online Testing System. More information on the Data Entry Interface can be found in the *Data Entry Interface User Guide*.

Online Reporting System

The Online Reporting System allows users to see preliminary test results through Score Reports and to view students' participation in testing through the Test Management Center. Score Reports allow district and school users to view students' preliminary scores and track score trends within rosters, schools, and the district and to compare them with overall district data. The Test Management Center allows users to monitor student testing progress (e.g., how many students have been tested). More information about student score reports and other available reports can be found in the *Online Reporting System User Guide*.

Learning Point Navigator

Learning Point Navigator provides districts with educational and instructional resources for classroom use. Once students are assigned to teachers through rosters, teachers can log in to Learning Point Navigator and create assignments for students who need extra help in a subject or a specific content standard. Teachers can assign due dates and track their students' progress. This system is linked to the Online Reporting System so users can access resources for students based on their performance on assessments. For details on how to use Learning Point Navigator, please refer to the *Learning Point Navigator User Guide*.

Item Samplers, Online Calculators, and Online Student Tutorial

Several resources are available on the Minnesota Assessments portal to help students prepare for the test. Students must be given the opportunity to use the item samplers and practice using the online calculator before testing. Students must also be given the opportunity to review the online student tutorial prior to online test administration.

Item samplers can be accessed from the home page of the Minnesota Assessments portal. Item samplers are provided to help teachers and students become familiar with the format and type of content included in the assessments. Item samplers contain fewer items than an actual full-length test and are aligned to the Minnesota Academic Standards. Item samplers are available for both paper and online assessments.

- For online item samplers, a Guest User login option is available, allowing anyone to access the online item samplers. The online item samplers **must be accessed using either AIR's secure browser or Firefox**. If a student needs to use text-to-speech for mathematics and science tests, the secure browser must be used to access the item samplers. Text-to-speech is not available when using Firefox.
- The Test Monitor Training Site (accessed through the Minnesota Assessments portal) allows Test Monitors to practice creating and monitoring an online test session in conjunction with the online item samplers. Please refer to the *Test Monitor User Guide for the Online Testing System* for more information on using the online item samplers in the Test Monitor Training Site. When preparing students for online testing, the Test Monitor Training Site and online item samplers **must** be used. Using the Test Monitor Interface of the Online Testing System and an operational assessment to prepare students for online testing is a breach of security.
- Accommodated item samplers for Reading, Mathematics, and Science MCA and Reading and Mathematics MCA-Modified are also available.
 - The paper accommodated test materials include 18- and 24-point large print test books and mathematics and science scripts. Braille test materials are available upon request from DRC through a form posted to the Item Samplers page on the Minnesota Assessments portal.
 - Samples of accommodated audio that reflect what is recorded on the audio CDs for the paper administration of the grades 3–8 Mathematics MCA are available on the Minnesota Assessments portal on the Item Sampler page under MCA.
 - This year, accommodated item samplers for grade 11 Mathematics MCA and MCA-Modified will be available, including 18- and 24-point large print test books, mathematics scripts and an accommodated audio file (MCA only). Braille test materials will be available upon request from DRC through a form posted to the Item Samplers page.

Stand-alone online calculators are also available on the Minnesota Assessments portal under Student Resources to allow students to practice using them outside of the item samplers. While students may access the stand-alone online calculators on tablets to become familiar with the online calculators, tablets cannot be used during testing. The same version of the calculator is available in the online test. **NOTE:** For desktops and laptops, calculators are supported in

Firefox only; they may be accessible in other browsers but may not function optimally. For Android tablets, Google Chrome is the supported browser; for tablets running Apple iOS, use the native Safari browser.

The online student tutorial for the Title I Assessments is available on the Minnesota Assessments portal under Student Resources and provides students with information on how to use online tools (e.g., highlight, strikethrough, zoom, and calculator), navigate through the online tests, and answer items. The student tutorial includes information for all online administrations of the Reading, Mathematics, and Science MCA and Reading and Mathematics MCA-Modified.

Technical and Customer Support

AIR technical and customer support is available Monday through Friday for assistance with installation of software, test session management, technical troubleshooting during testing, or questions regarding paper test materials and shipping procedures. Support contact information follows:

- Phone support: 1-877-215-8749
 - When calling the AIR Help Desk, you will be prompted to “Press 2” for information about paper test materials and shipment procedures, “Press 1” for all other questions, or remain on the line for the next available agent.
 - September–May hours: Monday through Friday, 7:00 a.m. to 6:00 p.m.
 - June–August hours: Monday through Friday, 7:00 a.m. to 4:30 p.m.
 - Saturday hours during the Reading and Mathematics GRAD retest window: 7:00 a.m. to noon
- Email support: MNHelpDesk@air.org

Test Materials Shipment and Receipt

Initial Test Materials Orders

For **paper administrations**, District Assessment Coordinators do not order test materials for the initial shipment. Districts and schools will automatically receive quantities of regular test materials (test books and answer documents) and accommodated test materials for Title I assessments based on the information indicated in Test WES in Pretest Editing by January 24, the date precode data is used for the initial test materials shipment (see the *Important Dates*). To address changes in student enrollment, schools will automatically receive an overage of test materials. For **online administrations**, accommodations are indicated during Pretest Editing, and paper accommodated test materials are automatically sent based on indications made by January 24, the date precode data is used for the initial test materials shipment (see the *Important Dates*).

Users will be able to view their counts of regular and accommodated test materials in TIDE. These counts are updated based on edits made in Pretest Editing until precode data is used for the initial test materials shipment. District Assessment Coordinators can access the On-Time (Initial) Orders tab under the Orders tab in TIDE to view test materials quantities for their district and schools. Test materials quantities may be viewed, but no changes to these quantities are permitted in TIDE.

Tasks in TIDE

To prepare for the Title I administrations, District Assessment Coordinators must complete a number of tasks in TIDE as described below. Dates for all Title I administrations can be found in the *Important Dates* sheets in the front of this manual.

- Create/manage users as needed (ongoing) using the Manage Users task.
- Upload rosters for the Online Reporting System and Learning Point Navigator (ongoing) using the Upload Roster tab.
- Verify district contact information using the Contact Info tab during the Supplemental Information window.
- Using the Supplemental Info tab, specify by administration (as applicable) during the Supplemental Information window:
 - Delivery date for test materials. Please note that the selection made for MCA (March 18 or March 25) applies to MCA, MCA-Modified, and April Written Composition GRAD retest. MTAS test materials delivery dates are either March 4 or March 11.
 - Whether test materials will be shipped to your district or to individual schools (school shipping addresses need to be verified, as described below, for each administration)
 - Whether student information will be preprinted on answer documents or on labels

- Whether additional district coverage of blank answer documents and regular test books (0 or 5 percent) is needed for paper administrations (schools automatically receive a 10 percent coverage)
 - Whether your district wants to receive final student results labels
 - Date that Individual Student Reports (ISRs) from 2013 were distributed to families
- Using the On-time (Initial) Orders tab:
- Verify the school shipping addresses during the Supplemental Information window if you would like test materials shipped to a school location instead of the district.
- Using the Additional Orders tab during the additional orders window(s):
- Order additional test materials and return materials.
 - Verify the shipping address if you would like test materials shipped to a location other than the preloaded address.

Test Materials Shipments

This section provides a detailed inventory of the test materials shipments. Districts will receive accommodated test materials only if indicated during Pretest Editing in Test WES. DRC will use UPS for MCA, MCA-Modified, and MTAS test materials delivery.

MCA and MCA-Modified Test Materials Shipment

NOTE: The tables below include descriptions for the MCA and MCA-Modified shipments, but these test materials are packaged separately by assessment.

Coordinator Box (online and paper administrations)	
These materials will arrive in a WHITE box with a BLUE or GREEN label.	
Materials	Description
<i>District/School Packing List</i>	Provides a summary of all materials included in the shipment from DRC.
<i>School Box Range Sheet</i>	<ul style="list-style-type: none"> • Ship-to-district: List identifying the number of boxes packaged for each school and the number of boxes packaged for the district • Ship-to-school: List identifying the number of boxes packed for the site.
<i>School Packing Lists (district copies)</i>	Copies of all <i>School Packing Lists</i> (if ship-to-district).
<i>Order Summary</i>	Provides the total number of each material shipped.
<i>District/School Security Checklist</i>	Provides a list of security number sequences of test materials; should be used for recording any discrepancies.
Red Dot Seals	Used for sealing segments in the test books (regular and large print). NOTE: Do not seal grade 3 test/answer documents in paper administration schools.

Coordinator Box (online and paper administrations) (continued)	
These materials will arrive in a WHITE box with a BLUE or GREEN label.	
Materials	Description
<i>Title I Assessment Manual</i> (included in the MCA Coordinator Box only)	Contains information about receiving, administering, and returning test materials.
Preprinted Labels	For districts that selected labels to affix to student answer documents instead of preprinted answer documents (paper administrations only); provided in the school's Coordinator Box.
BLUE-STRIPED District/School Labels	Labels to be used on hand-bubbled answer documents (paper administrations only). District/school labels are used for reporting purposes. District/school labels are provided at the school level and only found in the school's Coordinator Box.
TURQUOISE Return Box Labels (for grades 3–8 scorable materials)	Used for returning used grade 3 test/answer documents and grades 4–8 answer documents to DRC (paper administrations only). Return box labels are provided only to the ship-to location.
SALMON Return Box Labels (for grades 10 and 11 scorable materials)	Used for returning used grades 10 and 11 answer documents to DRC (paper administrations only). Return box labels are provided only to the ship-to location.
ROSE Return Box Labels (for nonscorable secure materials)	Used for returning nonscorable secure test materials (MCA and MCA-Modified) to DRC. Return box labels are provided only to the ship-to location.
UPS-Return Shipping (RS) Labels	Used for shipping boxes back to DRC. UPS-RS labels are provided only to the ship-to location.
Voided Answer Document Plastic Bag	Used for returning voided answer documents with student responses that are not to be scored (paper administrations only).

Reading and Mathematics MCA Test Materials (paper administration)	
These materials will arrive in a BROWN box with a BLUE label.	
Materials	Description
Preprinted and/or Blank Test/Answer Documents (grade 3 only)	Grade 3 Reading MCA and grade 3 Mathematics MCA test/answer documents. NOTE: Answer documents are district and school specific; answer documents should not be shared with other sites.
Test Books	Grades 4–8 Reading and Mathematics MCA, grade 10 Reading MCA, and grade 11 Mathematics MCA test books.
Preprinted and/or Blank Answer Documents	Grades 4–8 Reading and Mathematics MCA, grade 10 Reading MCA, and grade 11 Mathematics MCA answer documents. NOTE: Answer documents are district and school specific; answer documents should not be shared with other sites.

**Reading and Mathematics MCA Test Materials (paper administration)
(continued)**

These materials will arrive in a **BROWN** box with a **BLUE** label.

Materials	Description
Mathematics Scripts	Grades 3–8 and 11 Mathematics MCA; Packaged with a 12-point regular font test book.
Mathematics CDs	Grades 3–8 and 11 Mathematics MCA; Packaged with a 12-point regular font test book.
Large Print Test Books (18 and 24 point)	Grades 3–8 Reading and Mathematics MCA, grade 10 Reading MCA, and grade 11 Mathematics MCA.
Contracted and Uncontracted Braille Test Books	Grades 3–8 Reading and Mathematics MCA, grade 10 Reading MCA, and grade 11 Mathematics MCA Packaged with a 12-point regular font test book and <i>Test Administrator's Notes for Braille</i> .
<i>MCA Paper Test Monitor and Student Directions</i>	Instructions for the Test Monitor, including the script for the Test Monitor to read aloud to students.

**Reading and Mathematics MCA and MCA-Modified Accommodated Test
Materials (online administration)**

These materials will arrive in a **BROWN** box with a **BLUE** or **GREEN** label.

Materials	Description
Mathematics Scripts	MCA: Grades 3–8 and 11; must use in conjunction with the paper test book. Packaged with a 12-point regular font test book.
	MCA-Modified: Grades 5–8 and 11; used in conjunction with the online test or large print or Braille test books.
Large Print Test Books (18 and 24 point)	MCA Reading: Grades 3–8 and 10 MCA Mathematics: Grades 3–8 and 11
	MCA-Modified Reading: Grades 5–8 and 10 MCA-Modified Mathematics: Grades 5–8 and 11
Contracted and Uncontracted Braille Test Books	MCA Reading: Grades 3–8 and 10 MCA Mathematics: Grades 3–8 and 11 Packaged with a 12-point regular font test book and <i>Test Administrator's Notes for Braille</i> .
	MCA-Modified Reading: Grades 5–8 and 10 MCA-Modified Mathematics: Grades 5–8 and 11 Packaged with an 18-point large print test book and <i>Test Administrator's Notes for Braille</i> .
<i>Test Monitor and Student Directions for Paper Accommodations for Online Title I Tests</i>	Instructions for the Test Monitor, including the script for the Test Monitor to read aloud for the administration of paper accommodated test materials. Note: <i>Test Monitor and Student Directions</i> for online administrations are posted on the Minnesota Assessments portal.

Science MCA Accommodated Test Materials	
These materials will arrive in a BROWN box with a PURPLE label.	
Materials	Description
Science Scripts	Grades 5, 8, and high school Used in conjunction with the online test or large print or Braille test books.
Large Print Test Books (18 and 24 point)	Grades 5, 8, and high school
Contracted and Uncontracted Braille Test Books	Grades 5, 8, and high school Packaged with an 18-point large print test book and <i>Test Administrator's Notes for Braille</i> .
<i>Test Monitor and Student Directions for Paper Accommodations for Online Title I Tests</i>	Instructions for the Test Monitor including the script for the Test Monitor to read aloud for the administration of paper accommodated test materials. Note: <i>Test Monitor and Student Directions</i> for online administrations are posted on the Minnesota Assessments portal.

Test Materials for MTAS

MTAS Coordinator Box	
These materials will arrive in a WHITE box with a GOLD label.	
Materials	Description
<i>District/School Packing List</i>	Provides a summary of all materials included in the shipment from DRC.
<i>School Box Range Sheet</i>	<ul style="list-style-type: none"> • Ship-to-district: List identifying the number of boxes packaged for each school and the number of boxes packaged for the district. • Ship-to-school: List identifying the number of boxes packed for the site.
<i>School Packing Lists (district copies)</i>	Copies of all <i>School Packing Lists</i> (if ship-to-district).
<i>District/School Security Checklist</i>	Provides a list of security number sequences of test materials; should be used for recording any discrepancies.
<i>Title I Assessment Manual</i>	Contains information about receiving, administering, and returning test materials.
GOLD Return Box Labels (for nonscorable secure materials)	Used for returning nonscorable secure test materials to DRC. Return box labels are provided only to ship-to location.
UPS-Return Shipping (RS) Labels	Used for shipping boxes back to DRC. UPS-RS labels are provided only to the ship-to location.

MTAS Test Materials	
These materials will arrive in a BROWN box with a GOLD label.	
Materials	Description
<i>Task Administration Manual</i>	<p>Administration guidelines for test administrators, grade-level task scripts and reading passages, and optional object lists for mathematics and science.</p> <ul style="list-style-type: none"> • Grade 3 Reading and Mathematics MTAS • Grade 4 Reading and Mathematics MTAS • Grade 5 Reading, Mathematics, and Science MTAS • Grade 6 Reading and Mathematics MTAS • Grade 7 Reading and Mathematics MTAS • Grade 8 Reading, Mathematics, and Science MTAS • Grade 10 Reading MTAS • Grade 11 Mathematics MTAS • High School: Science MTAS

MTAS Test Materials (continued)	
These materials will arrive in a BROWN box with a GOLD label.	
Materials	Description
<i>Presentation Pages</i>	<p>Book to administer the MTAS tasks to students for reading, mathematics, and science; reading passages and tasks are available in both picture and symbol book formats.</p> <ul style="list-style-type: none"> • Grade 3 Reading and Mathematics MTAS • Grade 4 Reading and Mathematics MTAS • Grade 5 Reading, Mathematics, and Science MTAS • Grade 6 Reading and Mathematics MTAS • Grade 7 Reading and Mathematics MTAS • Grade 8 Reading, Mathematics, and Science MTAS • Grade 10 Reading MTAS • Grade 11 Mathematics MTAS • High School: Science MTAS
<i>Response Option Cards</i>	<p>Answer options for each task printed on perforated cardstock; cards can be torn apart and used to present answer options to students.</p> <ul style="list-style-type: none"> • Grade 3 Reading and Mathematics MTAS • Grade 4 Reading and Mathematics MTAS • Grade 5 Reading, Mathematics, and Science MTAS • Grade 6 Reading and Mathematics MTAS • Grade 7 Reading and Mathematics MTAS • Grade 8 Reading, Mathematics, and Science MTAS • Grade 10 Reading MTAS • Grade 11 Mathematics MTAS • High School: Science MTAS

Receiving Test Materials

DRC will use UPS for all test material shipments.

District Assessment Coordinators can track their test material shipments by using the Track Shipments tab under the Orders tab in TIDE.

Test materials will arrive at the district or school (depending on the options selected in Supplemental Information) in boxes addressed to the Assessment Coordinator.

- If the **ship-to-district** option was selected, the District Assessment Coordinator is responsible for receiving test materials from DRC and then delivering test materials to each School Assessment Coordinator.
- If the **ship-to-school** option was selected, each School Assessment Coordinator is responsible for receiving test materials from DRC.

NOTE: Answer documents associated with a school are linked to the school and should not be shared with other schools. District overage answer documents are linked to the district and should not be shared with other districts.

The labels on each box reference the location they are shipped to, and the boxes are sequentially numbered. Coordinator materials are packaged in a white box. Open boxes as soon as possible after receipt to allow sufficient time for check in. Districts receiving test materials for schools should distribute them to the School Assessment Coordinators as early as possible to allow for inventory and timely replacement of damaged or missing items. Test materials must be kept secure at all times.

Each assessment has a different colored label attached to the boxes:

Color Label Table	
Assessment	Label Color
Reading and Mathematics MCA Test Materials	BLUE
Reading and Mathematics MCA-Modified Accommodated Test Materials	GREEN
Science MCA Accommodated Test Materials	PURPLE
Reading, Mathematics, and Science MTAS Test Materials	GOLD

Upon receipt of test materials, the District/School Assessment Coordinator should follow the steps below to check in test materials while maintaining the security of the state tests.

- Locate the **white** Coordinator Box with the appropriately colored label sticker attached (see Color Label table). The Coordinator Box will be the last box in the shipment. A District Coordinator Box and School Coordinator Boxes are provided for each administration; contents will vary based on the ship-to location selected.

- Find the *School Box Range* sheet in the Coordinator Box that shows the number of boxes shipped to the district or school (depending on where the materials were shipped). District Assessment Coordinators can use the *School Box Range* sheet to easily sort boxes by school and verify that all boxes have been received. School Assessment Coordinators can use the sheet to quickly verify that all boxes have been received. If boxes are missing, please call the AIR Help Desk at 1-877-215-8749 and press 2 for DRC.
- Locate and review the *District/School Packing List* to verify the receipt of all test materials including coordinator materials and return materials (if applicable).
 - District Assessment Coordinators can print out copies of their district and school packing lists by using the Track Shipments tab under the Orders tab in TIDE if they prefer to use electronic copies when inventorying materials.
- Locate and review the *District/School Security Checklist* to verify the accuracy of the listed security number sequence. Record any discrepancies on the *District/School Security Checklist*. If there are any discrepancies between the *District/School Packing List* and the secure test materials received, record them on the *District/School Security Checklist* and immediately fax a copy to DRC, “Attention: Title I Coordinator,” at 763-268-2586.
- Review this *Title I Assessment Manual*, the *Procedures Manual for the Minnesota Assessments*, the applicable *Test Monitor and Student Directions*, and the *Important Dates* sheets. The *Check-in List for Test Materials*, the *Collection and Return of Test Materials* checklist, and the *Shipping of Test Materials* checklists available in the appendices of this manual should also be reviewed. These documents may be duplicated as needed.
- Organize and place test materials in a secure, locked location until they are distributed for testing.
 - Non-secure test materials, such as *MCA Paper Test Monitor and Student Directions* and *Test Monitor Directions for Paper Accommodations for Online Title I Tests*, may be distributed to Test Monitors upon receipt to allow them sufficient time to prepare for test administration.
 - For MTAS, test materials should be distributed upon receipt to Test Administrators so they have sufficient time to prepare for testing students. Test Administrators must keep test materials secure when not preparing materials or administering the assessment.
- Save the boxes in which the test materials arrived. Use these boxes to return answer documents and/or secure test materials to DRC.

Use of District Overage Test Materials

If the district chose to receive an overage of test materials, the district overage of test materials is packaged separately. District overage should be used if any school needs additional or replacement test materials that the school overage cannot cover. There is no overage provided for accommodated test materials and MTAS test materials.

The following procedure must be used to replace missing, damaged, or defective test materials in any school:

- Distribute additional test materials from the district overage. Blank answer documents and 12-point regular test books are shrink-wrapped in packs of 5 or 25.

- When distributing answer documents from the district overage, remind the school to apply a district/school label on the answer documents and to hand-bubble all applicable student demographic information. Barcodes on the district overage answer documents are associated with districts only, not schools. Therefore, answer documents from the district overage with missing district/school labels can be traced only to the district level.
- If your district overage cannot accommodate the need for additional test materials, place an additional order through TIDE (see instructions below).

Ordering Additional Test Materials

It is important that every testing site have the correct test materials for each of the students who will be tested. If the initial shipment of test materials does not include everything that students will need at testing time, the School Assessment Coordinator should contact the District Assessment Coordinator. The District Assessment Coordinator will either distribute additional test materials from the district overage or order test materials in TIDE during the Additional Orders window. Once logged in to TIDE, District Assessment Coordinators can order additional materials by accessing the Additional Orders sub-tab under the Orders tab. The District Assessment Coordinator can have an additional order sent directly to a school.

For Additional Orders window dates for a specific administration, please see the *Important Dates* sheets at the front of this manual.

NOTE: Orders must be entered by noon to be considered next-day business. For paper administrations and MTAS, additional test materials can be ordered until noon on the day before the end of the testing window so that test materials will arrive in time for test administration. For online administrations, additional accommodated paper test materials can be ordered until noon on the day before the end of the paper administration testing window; after this time, additional accommodated paper test materials for online administrations can be ordered by calling the AIR Help Desk at 1-877-215-8749 and pressing 2 for DRC. If additional return labels and/or district/school labels are needed after the Additional Orders window closes, please call the AIR Help Desk and press 2 for DRC.

Paper Administration: Grades 3–8 and 10 Reading MCA and Grades 3–8 and 11 Mathematics MCA

This section provides information on the paper administration for the following assessments:

- Reading MCA: grades 3–8 and 10 (if paper administration is selected at the school level)
- Mathematics MCA: grades 3–8 and 11 (if paper administration is selected at the school level)

Refer to the *Important Dates* sheets in the front of this manual for the testing window.

Preparing Test Materials

Assigning Test Materials

Use the *Test Monitor Test Materials Security Checklist* found in the *Procedures Manual for the Minnesota Assessments* or use a checklist developed by the district to assign test books to students. Districts also have access to electronic versions of their *District/School Packing Lists* and *District/School Security Checklists* in TIDE once materials are shipped to create their own checklists. To access the *Packing Lists* and the *District/School Security Checklists* in TIDE for initial and additional orders, go to the Orders tab and then the Track Shipments sub-tab.

- The electronic Packing Lists provide the type of material, quantity, and range of serial numbers provided. There is one PDF file per district containing both the District Packing List and all School Packing Lists.
- The electronic Security Checklists can be used to electronically track materials provided to the district and assigned to students. These files will initially provide the type of material and the security barcode numbers for each school in a separate Excel .csv file. Only these two fields will be pre-populated. However, districts may add columns (e.g., student name, MARSS/SSID, Test Monitor) to the file to better fit their needs.

Packages of test books may be opened for check in and organization. However, they should then be securely stored until the testing date. Test books may not be distributed prior to the day of testing.

Answer documents are assigned to a school and should not be shared with other schools within the district. Answer documents from the district overage are assigned to the district and should not be shared with other districts. Schools that use any answer documents from the district overage must apply district/school labels and hand-bubble the student demographic information on the front of the answer document.

Accommodated Test Materials

Accommodations should be indicated during Pretest Editing in Test WES for students who need them and accommodated test materials will be sent in the initial test materials shipment if indicated by the date for the initial test materials shipment. If additional accommodated test materials are needed after the initial shipment, they may be ordered during the Additional Orders window in TIDE. Check the *Important Dates* sheet.

Applying District/School Labels to Answer Documents

The only purpose of the district/school label is to identify the district and school where the student's results from a hand-bubbled answer document should be reported. These labels do not need to be applied to answer documents that have preprinted student information or preprinted labels applied.

Schools will receive a set of **BLUE-STRIPED** district/school labels with their test materials. Each district/school label includes a barcode identifying the district and school.

For grades 4–8, 10, and 11, the district/school label must be applied to the front of all hand-bubbled answer documents, in the box directly below the text “ALIGN TOP OF LABEL HERE.” The grade 3 test/answer documents include the text “ALIGN TOP OF LABEL HERE.” within the label box.

NOTE:

- Any hand-bubbled answer documents returned without a district/school label will be attributed to the district and school that originally received that answer document.
- The **YELLOW-STRIPED** Written Composition GRAD district/school labels should not be applied to MCA answer documents.

SPRING 2014 TITLE I ASSESSMENTS		
DISTRICT:	CFL CONTROL DISTRICT 5555	(5555-09)
SCHOOL:	CFL HIGH SCHOOL 401	(401)
		
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Answer Documents with Incorrect Preprinted Student Information

If you received a preprinted answer document or preprinted label with incorrect demographic information, the student may still use it (unless it is another student's name or MARSS/SSID number or the incorrect grade). The incorrect demographic information should be updated in MARSS and can be corrected in Test WES during Posttest Editing as needed. All students taking assessments **must** have a valid MARSS/SSID number.

A second option is to apply a district/school label over the incorrect preprinted demographic information or preprinted label and then hand-bubble the demographic information on the answer document. Verify that the information you hand-bubble matches the student's information in MARSS.

NOTE: Never give a preprinted answer document to a student whose name does not match the name on the answer document.

Hand-Bubbling Demographic Information

If the district/school plans to use a district/school label and have students hand-bubble the information on the front of the answer document, please use the script in Appendix D of this manual.

All students participating in a paper administration must have valid MARSS/SSID numbers. The MARSS/SSID number and student demographic information must be accurately and clearly bubbled to ensure results are attributed to the correct student.

MCA Paper Test Monitor and Student Directions

The *MCA Paper Test Monitor and Student Directions* contain instructions for Test Monitors and all scripted directions necessary for test administration. The directions must be read to students before testing begins. If testing over multiple days, the applicable scripted portions must be read before each testing day.

The *MCA Paper Test Monitor and Student Directions* for paper administrations are organized as follows:

- Grade 3 Reading MCA
- Grade 3 Mathematics MCA
- Grades 4–8 and 10 Reading MCA
- Grades 4–8 and 11 Mathematics MCA

Distribute Reading and Mathematics Test Materials

Districts should use their records to verify the names of all the students needing to take the grades 3–8 and 10 Reading MCA and grades 3–8 and 11 Mathematics MCA.

The District or School Assessment Coordinator should assign students and testing materials to a Test Monitor. Test Monitors should have the following materials at the time of testing for the **paper administration** of the grades 3–8 and 10 Reading MCA and grades 3–8 and 11 Mathematics MCA:

- *Test Monitor Test Materials Security Checklist* or something similar created by district
- *MCA Paper Test Monitor and Student Directions* for the appropriate subject and grade
- Any needed accommodated test materials (mathematics CDs, mathematics scripts, reading and mathematics large print and Braille books, Braille *Test Administrator Notes*) and the corresponding test books that go with them.
- Answer documents with preprinted student information, preprinted labels applied, or district/school labels (for hand-bubbling student demographic information)
- Red dot seals for sealing completed test book segments (four per subject/student for grades 4 and higher). **Do not seal the grade 3 MCA test/answer document.**
- Number 2 pencils with erasers
- Calculators (if district policy is to provide them for the paper administration of the mathematics test)

NOTE: Students **must** use a **Number 2 pencil** to complete all sections of the answer document. Students may NOT use mechanical pencils or pens.

Test Administration

Test/Accountability Codes, Accommodation Codes, and Demographic Information

Answer documents have spaces for entering test/accountability codes (e.g., absent, invalidation), accommodation codes (e.g., large print, Braille), and demographic information (e.g., new-to-country, homeschooled). Although certain demographic information may be preprinted (birth date, gender, grade, accommodation codes), some information may need to be entered at the time of testing. If accommodation codes are not indicated on a preprinted answer document, this information will be need to be entered on the answer document at the time of testing or during Posttest Editing. For more information regarding test/accountability codes and other demographic codes, please refer to Chapter 8 of the *Procedures Manual for the Minnesota Assessments*

Reminders During Testing

- Make sure each student is taking the correct test.
- For 2013–2014, fewer reading passages will be used, and each passage will have more items associated with it compared to the 2012–2013 administration. The estimated test administration times have taken this change into account.
- **Do not** seal grade 3 MCA test/answer documents. The grade 3 MCA test/answer documents are scanned; sealing them will significantly delay the scanning.
- Test Monitors must actively monitor the testing session by circulating around the room during testing to ensure students are following testing procedures. Test Monitors may assist individual students by re-reading scripted directions as written in the *Test Monitor and Student Directions*.
- When you are testing over multiple days, test materials must be securely locked and stored between test administrations.

Immediately After Testing

- Verify that all used answer documents have preprinted student information, a preprinted label, or a district/school label applied. If a district/school label is used, student information must be hand-bubbled on the answer document.
- Check each grade 4–8, 10, and 11 test book to make sure that no answer document was left inside it. Test books and answer documents for these grades are returned in separate boxes to DRC. If an answer document is missing after testing is completed, a good place to look for it is in the test book used by the student.
- If a student's answer document needs to be invalidated or other test/accountability codes (e.g., INV, NE), or accommodation codes need to be indicated, hand-bubble in the applicable codes on the answer document, and return these answer documents with your used answer documents to be scored (**turquoise** or **salmon** color return box label).
- **IMPORTANT:** Student responses must be transferred from large print and Braille test books to scannable answer documents. See Chapter 5 of the *Procedures Manual for the Minnesota Assessments* for additional information.

- If a student answers in something other than the scannable answer document (such as in a test book) or the student enters answers in the wrong answer document, the student must transfer the answers to the answer document. If the student requires the scribe accommodation, the scribe must transfer the answers into the answer document; see Chapter 5 of the *Procedures Manual for the Minnesota Assessments* for additional information.
- Any answer documents with student responses that are **not to be scored** (e.g., a student used the wrong answer document) must be returned in a plastic bag marked “Voided Answer Documents Do Not Score.” Return this bag with your secure/nonscorable test materials (**rose**-colored return box label). **EXCEPTION:** All grade 3 test/answer documents with student responses that are not to be scored should be returned to DRC with your secure/nonscorable test materials and **not** placed in the “Voided Answer Documents Do Not Score” plastic bag.
- **Securely destroy** all **unused** and **voided** answer documents with no student responses. Do not return these answer documents to DRC. **EXCEPTION:** All unused/voided grade 3 test/answer documents are secure and must be returned to DRC with your secure/nonscorable test materials.
- Any student whose answer document is damaged by vomit, blood, or other bodily fluids must have his or her responses transferred to a new answer document, if possible, by district staff. The incident, including the name of the staff person transferring the responses, must be included on the *Test Administration Report*. The damaged test book or answer document should be destroyed or disposed of in a secure manner (e.g., shredding, burning), and the security number of the destroyed test book should be reported to DRC. These test books or answer documents should not be returned to DRC.
- Secure materials that contain a defect or are torn, shredded, or destroyed should be returned in a plastic bag or envelope with secure materials to DRC. If the security number is illegible, report the incident to DRC.

Answer Document Status Report

The *Answer Document Status Report* in the Track Shipments tab under the Orders tab in TIDE is available to assist District Assessment Coordinators with tracking the return of used answer documents. The purpose of this report is to identify—before student score reports are received—any discrepancies that might exist between the district records of what was returned to DRC and DRC’s records of what was received. Shortly after the testing window, used answer documents can be tracked through TIDE by student names as they are scanned at DRC. Please allow at least five days between the time answer documents are shipped to DRC and the time they will be updated in TIDE. DRC will provide regular updates in TIDE on the status of answer documents as materials are received and scanned.

Online Administration: Reading and Mathematics MCA and MCA-Modified and Science MCA

This section provides information on the online administration for the following assessments:

- Mathematics MCA: grades 3–8 and 11 (if online administration is selected at the school level)
- Reading MCA: grades 3–8 and 10 (if online administration is selected at the school level)
- Mathematics MCA-Modified: grades 5–8 and 11
- Reading MCA-Modified: grades 5–8 and 10
- Science MCA: grades 5, 8, and high school

Refer to the *Important Dates* sheets in the front of this manual for testing windows.

Districts will receive accommodated test materials only if accommodations are indicated in the Prefest Editing in Test WES by January 24, the date precode data is used for the initial test materials shipment. See *Preparing and Administering Accommodated Test Materials for Online Tests* for more information on administering assessments with paper accommodated test materials.

Preparing for Online Administrations

Technology Preparation

Your Technology Coordinator should prepare the computer labs or other computers by ensuring that the computers meet the minimum requirements for testing. Work with your Technology Coordinator to make sure that these testing preparations have been done:

- All student workstations have the secure browser installed. The secure browser should be launched on each machine to ensure that it is connecting to the Online Testing System.
- Diagnostics have been run (by clicking the Run Diagnostics link on the Item Sampler login screen) to ensure that all features are working as intended and to access the text-to-speech check for mathematics and science. The text-to-speech check verifies that audio is working and is set at the appropriate volume within the secure browser.
- Headphones are available for students to use during testing for Mathematics and Science MCA and Mathematics MCA-Modified.

For a complete list of procedures and checklists, have your Technology Coordinator read the *Technical Specifications Manual for Online Testing* and *Online Testing System Diagnostic Tool Information and Instructions*, which can be found on the Minnesota Assessments portal under Technical Resources.

In addition, District/School Assessment Coordinators should schedule computer labs for all testing sessions as needed and ensure that Test Monitors have been assigned a user role for the AIR systems, have completed their *Non-Disclosure Agreement* in TIDE, and are able to log in to the Test Monitor Interface of the Online Testing System.

Scheduling

The Mathematics MCA and MCA-Modified tests can be stopped and resumed at any point during the test.

- For grades 3–8, review screens divide calculator and non-calculator segments, and students must review all items in the segment before proceeding to the next segment. However, scheduling should not be based on these segments, and students do not need to end testing for the day on a review screen.
- Grade 11 Mathematics MCA and MCA-Modified tests do not have segments.

For Reading MCA, Reading MCA-Modified and Science MCA, multiple items may appear on each page and students must complete all items on the page before pausing. For Reading MCA-Modified and Science MCA, students should finish all items associated with the passage or scenario; see *Ending the Testing Session* later in this manual for more information.

Once students pause their tests for 20 minutes or stop testing for the day, they cannot access any items, passages, or scenarios previously completed.

Student Login

Students must log in using their first name as it appears in MARSS, their MARSS/SSID number, and their session ID (the session ID is created after the Test Monitor starts a test session).

District and School Assessment Coordinators can print a list of students with their MARSS/SSID numbers from TIDE to ensure that students have the correct information to log in to the Online Testing System. Detailed instructions can be found in the *TIDE User Guide*. This student information is considered secure and should be securely disposed of after testing is completed.

Test Monitor and Student Directions for Online Administration

The *Test Monitor and Student Directions for Online Title I Tests* has two components: the online presentation for students (*Student Directions for Online Title I Tests*), and instructions for Test Monitors (*Test Monitor Directions for Online Title I Tests*). For students using paper accommodated test materials (e.g., large print and Braille), different *Test Monitor and Student Directions* are used; see the *Preparing and Administering Accommodated Test Materials for Online Tests* later in this manual.

The *Student Directions for Online Title I Tests* is an online presentation with audio that **must be projected** so all students can view it before they begin the test. Test Monitors will need the following:

- A computer with access to the Internet
- A method for projecting the Student Directions for Online Title I Tests
- Speakers (if the audio in the presentation will be played aloud)

The Test Monitor will either play the audio or read aloud from the screens in the *Student Directions for Online Title I Tests* before students begin the test. Test Monitors will also reference the *Test Monitor Directions for Online Title I Tests*, which is posted online and includes general directions for Test Monitors about test administration that are to be used in conjunction with the *Student Directions for Online Title I Tests*. When testing over multiple days for online tests, districts can determine whether they want to present the *Student Directions for Online Title I Tests* again.

Allowable Materials

The following materials are provided to students for the online test administration:

- Student login information
- Scratch paper (if provided by the district/school; students must write their name on it)
- Pencils or pens
- Headphones (for mathematics and science tests)
- Hard-copy mathematics formula sheets (if provided by the district or school; mathematics formula sheets are available on the Student Resources page of the Minnesota Assessments portal)
- Handheld calculators (grade 11 mathematics only; see notes below)

Handheld calculator requirements vary by test.

- Handheld calculators are **not** allowed for the online Science MCA.
- Handheld calculators are **not** allowed for the online administrations of the grades 3–8 Mathematics MCA. Students who require a handheld calculator as an accommodation for the grades 3–8 Mathematics MCA must use a paper test book. See the *Preparing and Administering Accommodated Test Materials for Online Tests* for more information.
- Handheld calculators for the grades 5–8 Mathematics MCA-Modified may be provided only as an accommodation in an individual setting as documented in the IEP. See Appendix E for additional information regarding handheld calculator usage and Chapter 5 of the *Procedures Manual for the Minnesota Assessments*.

- Handheld calculators **are** allowed for the online administrations of the grade 11 Mathematics MCA and MCA-Modified. However, students with memory-enabled graphing calculators are not allowed to bring stored examples into the testing session, access programs during testing, or store the test questions afterwards. For this reason, a graphing calculator must either: have its memory cleared both before and after each testing session, or have a feature that temporarily disables all flash applications and calculator files (e.g., the TI-NSpire has “Press to Test” mode). Refer to Chapter 8 of the *Procedures Manual for the Minnesota Assessments* for more information.

Verifying Student Information

For online testing, District Assessment Coordinators should verify that the names of all students are loaded into TIDE. Students’ names must be loaded to TIDE for your district and/or school, depending on the Test Monitor’s user role, in order to be able to log in to the Online Testing System.

- If the Test Monitor has a district-level user role in AIR’s systems, then the district information on the student enrollment information has to be up-to-date in TIDE in order for the student to log in.
- If the Test Monitor has a school-level user role, then the district and school information on the student enrollment information has to be up-to-date.

Any student demographic information, including grade, must be updated in MARSS and cannot be changed in TIDE. Students cannot be added in TIDE or the Online Testing System, and districts should update and submit MARSS to add students for testing. If students who need to test are not in MARSS (e.g., homeschooled students), districts will use Precode Student Eligibility in Test WES to manually add students to the precode file that will be sent to TIDE.

Generally, in order to have a student loaded for online testing, any MARSS updates need to be made two days before the scheduled test date. Once MARSS is submitted, that data is gathered overnight and is visible in Test WES the next day. This allows the District Assessment Coordinator to make any precode changes as needed in Precode Student Eligibility in Test WES on the day before the submitted records are sent in the precode files. Generally, any changes made in Precode Student Eligibility will be reflected in AIR’s systems the next day.

The Test Monitor should verify the accuracy of student information and the test selected before approving students to test.

Test Settings and Accommodations

Online test settings and accommodated text-to-speech can enable students to participate in the online administration of the test. In other cases, students may need paper accommodated test materials, and district staff will enter the student responses into the Data Entry Interface; for more information, see the *Preparing and Administering Accommodated Test Materials for Online Tests* later in this section.

It is important to ensure that the correct test settings and accommodations are indicated for each student prior to test administration.

- Online test settings must be set in TIDE by the District Assessment Coordinator before testing begins (see the *TIDE User Guide* for more information). The online test settings affect only the online test and are set in TIDE on the Student Details page (see table 1 below). The selected test settings in TIDE become the default test settings for the subsequent online tests the student takes during the testing window for a given subject.
- Accommodations that affect the way a student experiences an online test include accommodated text-to-speech (only available for mathematics and science tests) and script (a script can only be used in conjunction with the online test for Mathematics MCA-Modified and Science MCA); the accommodations are indicated in Test WES but can be viewed in TIDE on the Student Details page.
 - Text-to-speech is only available for mathematics and science assessments. It is not available for reading.
 - The script can **only** be used in conjunction with an online test for the Mathematics MCA-Modified and Science MCA and must be administered in a small group or individual setting. Prior to administering the script in conjunction with an online test, Test Monitors **must** confirm that the script accommodation is shown in the TIDE system for the student. If the script accommodation has not been indicated, **the student's test will not match the script.**
 - For the online grades 3–8 and 11 Mathematics MCA, the script can only be used in conjunction with a paper test book, and the student responses must be transferred into the Data Entry Interface.
- Some accommodations used do not change the mode of administration from online to paper for the student (e.g., translated directions), but the accommodation codes still need to be indicated in Test WES. For more information, see the *Test/Accountability Codes, Accommodation Codes, and Demographic Information* below.

If test settings or accommodated text-to-speech need to be changed at the time of testing, the Test Monitor can change them in the Test Monitor Interface of the Online Testing System when students request approval to begin testing.

In order to change the student's online test settings or accommodated text-to-speech after the student has begun testing, the student will need to pause the test to allow the Test Monitor to change the settings. The student will need to log in again and the Test Monitor will need to approve the student to continue testing. (For additional information, refer to the *Test Monitor User Guide for the Online Testing System*.)

Table 1: Test Settings and Accommodations in TIDE That Affect Online Testing

Test Settings/ Accommodations	Options*	Description
Color Choices	<p>None (default is white)</p> <p>Blue</p> <p>Yellow</p>	<p>This test setting is a color overlay applied to a student's test.</p> <p>This setting is designed to help students who experience difficulties that are associated with the contrast or lighting of the screen.</p> <p>The default, None, uses a white background.</p>
Print Size	<p>No default zoom applied</p> <p>Level 1 increases the font size by 25%.</p> <p>Level 2 increases the font size by 50%.</p> <p>Level 3 increases the font size by 75%.</p> <p>Level 4 increases the font size by 200%.</p>	<p>The selected print size becomes the default for all items in that student's test. Regardless of the print size assigned, all students have the ability to zoom in or out for each item; this setting affects the default size.</p> <p>Note: The default print size is 14 point for grade 3 tests and 12 point for all other tests.</p>

Test Settings/ Accommodations	Options*	Description
<p>Text-to-Speech</p>	<p>Standard Text-to-Speech (default) Accommodated Text-to-Speech (MC)</p>	<p><i>Standard Text-to-Speech:</i> Text-to-speech is a student-initiated feature and reads questions and answer options for all students who choose to use it during testing. Text-to-speech is computer-generated audio and students select what they want read when they right-click different parts of the item (e.g., question and answer options, selected text, specific answer option). The availability of text-to-speech cannot be turned off.</p> <p><i>Accommodated Text-to-Speech:</i> This accommodation is available only for students with an IEP or 504 plan or who are LEP-identified in MARSS. All text, graphics, and tables have text-to-speech. This accommodation is indicated in Test WES and can be changed at the time of testing in the Online Testing System, if needed.</p>
<p>Script</p>	<p>Script (MS)</p>	<p>The script can be used in conjunction with an online test for the Mathematics MCA-Modified and Science MCA. This accommodation is available only for students with an IEP or 504 plan or who are LEP-identified in MARSS. This accommodation must be indicated in Test WES prior to testing and cannot be edited in TIDE. If the student's accommodation information is incorrect in TIDE, the District or School Assessment Coordinator must indicate the script accommodation in Test WES at least one day before the student can test.</p> <p>NOTE: For the online grades 3–8 and 11 Mathematics MCA, the script can only be used in conjunction with the paper test book and not with the online test. Student responses from the paper test book must be transferred into the Data Entry Interface.</p>

* The default for each test setting is displayed in bold.

Accommodation Codes, Test/Accountability Codes, and Demographic Information

Accommodation codes (e.g., Braille), test/accountability codes (with the exception of invalidations), and demographic codes (e.g., new-to-country) are indicated in Test WES.

Accommodation codes are entered during Pretest Editing in Test WES to generate accommodated test materials orders (e.g., script, Braille), but they can be added and updated throughout test administration as needed. Refer to the Chapters 5 and 6 of the *Procedures Manual for the Minnesota Assessments* for the accommodation codes available for MCA and MCA-Modified tests.

Test/accountability and demographic codes will be entered in Test WES during Posttest Editing. Invalidations are entered in TIDE on the Create Invalidation page during the testing window. Please see the *TIDE User Guide* for more information on entering invalidations. An invalidation will be automatically approved within one day if submitted during the testing window. If an invalidation is entered outside of the testing window, it must be approved by MDE before being processed. The reason for the invalidation must also be documented on the *Test Administration Report* and kept on file at the district in the event of an audit by MDE.

For more information regarding test/accountability codes and other demographic codes, please refer to Chapter 8 of the *Procedures Manual for the Minnesota Assessments*.

Test Administration

Creating Test Sessions

Test Monitors must create a test session on the day of student testing. Test sessions are not created in advance; a test session simply corresponds to a place and time where students are testing. Below are the steps a Test Monitor takes to start a test session. During the login process, students request entry into the test session. The Test Monitor receives that request on his or her workstation and can approve or deny the request. At this point, the Test Monitor can adjust the test settings, such as background color or print size for students who need it. Students can begin a test during one test session and finish it in different test session if it is administered over multiple days. For further information, Test Monitors should refer to the *Test Monitor User Guide for the Online Testing System* before or on testing days.

Administering Online Tests

- The Test Monitor ensures that the computers in the labs are on and have no software running other than the secure browser used for testing.
- The Test Monitor presents the *Student Directions for Online Title I Tests*.
- The Test Monitor logs in to the Test Monitor Interface of the Online Testing System, selects the test(s) to be included in the test session, and starts the session.
- The screen will display a session ID, which the Test Monitor writes on the board or provides to students along with their login information.

- Students log in using their first name, MARSS/SSID number, and session ID. This information must be entered exactly as is, with no extraneous spaces or characters.
- The students select the test to take. Students will only be able to select tests if: (1) the student must be eligible to take the test and (2) the test must be included in the test session.
- The Test Monitor sees the student request to enter the session; reviews the test selected, test settings, and accommodated text-to-speech; and approves the student to test.
- Students are offered a final chance to confirm their test.
- Students taking a mathematics or science assessment are prompted to verify that they can hear the sample text-to-speech audio before continuing the login process.
- The Test Monitor actively monitors the test administration.
- The Test Monitor ends the test session by clicking “Stop Session.”
- The Test Monitor collects all scratch paper, student login information, or other materials and returns them to the District or School Assessment Coordinator or securely destroys them as instructed after testing is complete.

NOTE: Test Monitors must verify that the students are requesting to take the correct test before approving them. When they have confirmed that the correct students are requesting approval, the test settings and accommodations for those students are correct, and the students are attempting to take the correct test, they may approve the students to begin testing.

Monitoring Testing

Test Monitors must actively monitor the testing session by circulating around the room during testing to ensure students are following testing procedures. Test Monitors may assist individual students by re-reading scripted directions as written or recorded in the *Student Directions for Online Title I Tests* presentation or by using the scripted directions provided in the *Test Monitor Directions for Online Title I Tests*.

On the Test Monitor Interface of the Online Testing System, Test Monitors can also view students' testing progress after they have been approved for entry into the test session. The Test Monitor's screen auto-refreshes regularly to show real-time testing progress and activity. The “Status” column displays the current status of the student as well as the number of items that have been answered by the student. This number presents itself in the following format: number of items finished/number of items yet to answer.

Test sessions remain active if students are waiting for approval, if students are actively taking the test (selecting an answer or using a navigation option such as clicking the “Next” or “Back” button or using the “Past/Marked Questions” to review an item), or if the Test Monitor is actively clicking buttons on the Test Monitor Interface of the Online Testing System. The use of the calculator does not count as activity. Any Test Monitor and student inactivity for 20 minutes will pause a student's test, which logs him or her out of the test session. If another 20 minutes elapses after the test is paused, student will not be able to review previously answered questions.

More detailed instructions for administering online tests can be found in the *Test Monitor User Guide for the Online Testing System* on the Minnesota Assessments portal.

Ending the Test Session

When administering a test over multiple days, Test Monitors should alert students a few minutes before the end of that day's test session so that they may go back and review their answers if they choose to. After a test or a test session is paused for more than 20 minutes, students cannot access any items, passages, or scenarios completed previously.

While Test Monitors can pause a student's test at any time, the students should complete all items on the page to maintain test security and a fair, reliable test. While students should pause their tests on their own computers, the Test Monitor can also pause all tests in the session by selecting "Stop Session."

- The Mathematics MCA and MCA-Modified tests can be stopped and resumed at any point during the test.
- For Reading MCA, all items associated with a passage are on the same page. Students must complete all items associated with the passage before pausing. Title pages appear at the beginning of each passage, and students should pause on the title pages if they will not have time to complete another passage. Note: for 2013–2014, fewer reading passages will be used in the online Reading MCA, and each passage will have more items associated with it compared to the 2012–2013 administration. If there are two passage titles on the title page, the next set of items is associated with a text set, which means there will be two passages and a greater number of items that will take additional time to complete.
- For Reading MCA-Modified and Science MCA, the items are associated with a specific passage or scenario and multiple items may appear on each page. All of the information a student needs to answer the item(s) appears on the page he or she is viewing, but the content is related across pages within a passage or scenario. Even though a student could pause after completing all items on a given page, MDE recommends that a student complete all items associated with a passage or scenario before pausing. Title pages appear at the beginning of each passage and scenario, and students will know when they have completed a passage or scenario when they see the title page for the next passage or scenario.
- Students cannot click "Next" to see the number of items and then go back to the reading or science title page to pause; if they click "Next," all items on the next page must then be completed. While this may only be a few items for Science MCA and Reading MCA-Modified, it will be all items associated with the passage for Reading MCA.

Students must complete all viewed questions in order to pause the test. This means that if a student has advanced to a page, but then goes back to review his or her answers on previous pages, he or she must complete the items on the last page that had been advanced to. Some students may accidentally advance to the next page of items when using the past/marked questions drop-down menu. Once all items on a page are completed, students are able to select the next page in the menu, rather than clicking the "Next" button.

At the end of the testing period, Test Monitors will press the “Stop Session” button on the top left of the screen. Stopping the session will log out all of the students.

Students testing over multiple days or pausing a test for another reason may continue that test during another test session, but the test must be completed within the testing window. When the students log back in, they will start the test where they left off but will not be able to go back to pages that they completed during a previous test session.

Test Monitors must collect all scratch paper, student login information, hard copy mathematics formula sheets, or other materials after each test session and return them to the District or School Assessment Coordinator or securely destroy them as instructed after testing is complete.

Preparing and Administering Accommodated Test Materials for Online Tests

This section provides information on the administration of assessments with accommodated test materials for the following online assessments:

- Reading MCA: grades 3–8 and 10 (if online administration is selected at the school level)
- Mathematics MCA: grades 3–8 and 11 (if online administration is selected at the school level)
- Reading MCA-Modified: grades 5–8 and 10
- Mathematics MCA-Modified: grades 5–8 and 11
- Science MCA: grades 5, 8, and high school

District Assessment Coordinators indicate student accommodations in Pretest Editing in Test WES. The following accommodations require the use of paper test materials, which will be automatically sent if indicated by January 24, the date precode data is used for the initial test materials shipment:

- 12-point regular font test books for Reading and Mathematics MCA only
- Large print (18- or 24-point font) test books
- Braille test books
- Mathematics and science scripts
 - can be used in conjunction with large print or Braille test books;
 - can be used in conjunction with a 12-point regular font test book for Mathematics MCA **only**;
 - can be used in conjunction with online forms for Mathematics MCA-Modified and Science MCA **only** (online test administration in conjunction with a script is addressed in the previous section of this manual); and
 - should be administered in a small group or individual setting.

- Handheld calculator for grades 3–8 Mathematics MCA (must be used in conjunction with a paper test book)

Distributing Accommodated Test Materials

Test Monitors should have the following materials for administering the online assessments **using paper accommodated test materials**:

- *Test Monitor Test Material Security Checklist* or something similar created by district
- *Test Monitor and Student Directions for Paper Accommodations for Online Title I Tests*
- 12-point regular print (Mathematics and Reading MCA only), large print, or Braille test books
- Mathematics or science scripts (if used in conjunction with regular print, large print, or Braille test books)
- Calculators
 - For grades 3–8 Mathematics MCA and grades 5–8 Mathematics MCA-Modified, calculators are not allowed during Segment 1 of the test.
 - For grade 11 Mathematics MCA and MCA-Modified, calculators are allowed for the entire test.
 - For Science MCA, a calculator may be provided on the items indicated in the student’s test. Students should indicate if and when they need a calculator, and the Test Monitor will verify that a calculator can be used on the item.
 - Students with memory-enabled graphing calculators are not allowed to bring stored examples into the testing session, access programs during testing, or store the test questions afterwards. For this reason, a graphing calculator must either: have its memory cleared both before and after each testing session, or have a feature that temporarily disables all flash applications and calculator files (e.g., the TI-NSpire has “Press to Test” mode). Refer to Chapter 8 of the *Procedures Manual for the Minnesota Assessments* for more information.
- Scratch paper
- Red seals
- Number 2 pencils with erasers

Accommodation Codes, Test/Accountability Codes, and Demographic Information

Accommodation codes (e.g., Braille), test/accountability codes (with the exception of invalidations), and demographic codes (e.g., new-to-country) are indicated in Test WES. Accommodation codes are entered during Pretest Editing in Test WES to generate accommodated test materials orders (e.g., script, Braille), but they can be added and updated throughout test administration as needed.

Test/accountability and demographic codes will be entered in Test WES during Posttest Editing. Invalidations are entered in TIDE on the Create Invalidation page during the testing window. Please see the *TIDE User Guide* for more information on entering invalidations. An invalidation will be automatically approved within one day if submitted during the testing window. If an invalidation is entered outside of the testing window, it must be approved by MDE before being processed. The reason for the invalidation must also be documented on the *Test Administration Report* and kept on file at the district in the event of an audit by MDE.

For more information regarding test/accountability codes and other demographic codes, please refer to Chapter 8 of the *Procedures Manual for the Minnesota Assessments*.

Test Monitor and Student Directions for Paper Accommodations for Online Title I Tests

Test Monitor and Student Directions for Paper Accommodations for Online Title I Tests contains instructions for Test Monitors and the script that is read aloud to students before administration of a regular print (Mathematics and Reading MCA only), large print, or Braille test book. Additionally, these directions are used in conjunction with the script accommodation if a script is used with a 12-point regular print (Mathematics MCA only), large print, or Braille test book. It also contains the directions for entering student responses into the Data Entry Interface.

Reminders During Testing

- Test Monitors must make sure each student is administered the correct test and accommodations (if needed).
- For 2013–2014, fewer reading passages will be used, and each passage will have more items associated with it compared to the 2012–2013 administration. The estimated test administration times have taken this change into account.
- Test Monitors must actively monitor the testing session by circulating around the room during testing to ensure students are following testing procedures. Test Monitors may assist individual students by re-reading scripted directions as written in the *Test Monitor and Student Directions for Paper Accommodations for Online Title I Tests*.
- Students will write their answers directly into their test book, unless they require the scribe accommodation.
- Students will seal each segment of the regular or large print test book after they complete it. Test Monitors must provide students with a seal for each segment of the test and may assist them in applying the seal to the appropriate pages. Note: grade 3 Reading and Mathematics MCA test/answer books should also be sealed since the student responses will be entered online and not sent in for scanning.
- When testing over multiple days, secure test materials must be securely stored between test sessions.

Entering Student Responses into the Data Entry Interface

The Data Entry Interface is used by staff to enter student responses from accommodated test materials for the online Reading and Mathematics MCA, Reading and Mathematics MCA-Modified, and Science MCA. **Accommodations for students must be set in Test WES by the District Assessment Coordinator before students' responses can be entered in the Data Entry Interface.**

There are no answer documents to use with the accommodated test materials for online tests. Students respond directly into the accommodated test book. **Test Monitors or district designated staff must ensure all student responses are entered in the online Data Entry Interface in order for the test to be scored.** Staff will need to break the seals the student placed on the accommodated test book in order to enter the student responses.

When starting data entry for a student in the Data Entry Interface, Test Monitors or designated staff will select Form A. All student responses must be entered before the end of the testing window.

If the student responses are **not** entered in the Data Entry Interface during the testing window, the District or School Assessment Coordinator will need to submit a *Request for Late Score Entry Form* and be charged a \$125 fee for data entry for up to 10 students. Refer to Appendix A of the *Procedures Manual* for the *Request for Late Score Entry Form*.

After all responses are entered into the Data Entry Interface, the Test Monitor should return all accommodated test materials to the District or School Assessment Coordinator. Refer to the *Data Entry Interface User Guide* on the Minnesota Assessments portal for instructions on entering student responses into the Data Entry Interface.

Returning Accommodated Test Materials

The accommodated test materials are secure and must be returned using the procedures for returning secure test materials described in the *Collection and Return of Test Materials* section of this manual.

MTAS

This section provides information on the administration of MTAS. Please refer to the *Important Dates* sheet in the front of this manual for the testing window.

Preparing Test Materials

For MTAS, Test Administrators need to have access to the materials upon arrival to prepare for individual student needs (e.g., enlarge materials, find manipulatives, etc.). This includes the Task Administration Manual, Presentation Pages and Response Option Cards. MTAS materials must be kept secure by the Test Administrators as they prepare for testing.

When Test Administrators are preparing materials for administration, reproductions of Presentation Pages and Response Options Cards are allowed only for adapting passages and tasks to individual student needs (e.g., enlarging materials or incorporating texture). The MTAS Task Administration Manuals, Presentation Pages, and Response Option Cards may not otherwise be reproduced.

Distribute MTAS Test Materials

Test Administrators must have the following materials in order to administer the MTAS:

- Task Administration Manual
- Presentation Pages
- Response Option Cards

Test Administrators may also need the following to enter student Learner Characteristics Inventory (LCI) data and MTAS scores into the Data Entry Interface:

- Username and password in order to enter LCI information and student scores into the Data Entry Interface
- Learner Characteristics Inventory form; this form is found in Appendix A of the Task Administration Manuals. See *Manuals* in the Resources section of this manual to locate the online link to this form.
- Data Collection form; this form is found in Appendix B of the Task Administration Manuals. See *Assessment Manuals, Directions, and Forms* in the Resources section of this manual to locate the online link to this form.

Test Administration

Test Administrators have the entire window to administer the MTAS and enter scores. Districts do not need to set specific testing days for the MTAS, including the high school Reading and Mathematics MTAS. MTAS scores must be entered in the Data Entry Interface before the test window closes. Beginning this spring, the Data Entry Interface will open one week prior to the MTAS testing window to allow for earlier entry of Learner Characteristics Inventory (LCI) data. However, MTAS tasks cannot be administered and scores cannot be entered until the testing window opens.

Test/Accountability Codes and Demographic Information

Test/accountability codes (with the exception of invalidations) and demographic codes (e.g., new-to-country) are indicated in Test WES during Posttest Editing. Invalidations are entered in TIDE on the Create Invalidation page. An invalidation will be automatically approved within one day if submitted during the testing window. If an invalidation is entered outside of the testing window, it must be approved by MDE before being processed. The reason for the invalidation must also be documented and kept on file at the district in the event of an audit by MDE. Please see the *TIDE User Guide* for more information on entering invalidations.

For more information regarding test/accountability codes and other demographic codes, please refer to Chapter 8 of the *Procedures Manual for the Minnesota Assessments*.

Entering Student Score Data into the Data Entry Interface

The Data Entry Interface must be used to enter student scores for students who have completed the MTAS.

Note: Even though the MTAS testing and data entry window is open until May 9, the scores for the majority of grade 10 Reading MTAS students should be entered into the Data Entry Interface by Friday, April 25, so that technical work related to scoring and equating can be completed in time for the high school early results release.

Verify that Test Administrators have entered and submitted LCI data and entered student scores for the MTAS in the Data Entry Interface. Or, if the district enters data centrally, collect the *Data Collection Forms*, including LCI data, from Test Administrators to enter scores into the Data Entry Interface. District/School Assessment Coordinators must verify that all scores are entered in the Data Entry Interface by the close of the testing window. **Data Collection Forms cannot be submitted to DRC for scoring—student scores must be entered into the Data Entry Interface for scoring of the MTAS.**

If MTAS score data are **not** entered in the Data Entry Interface, the District or School Assessment Coordinator will need to submit a *Request for Late Score Entry Form* and will be charged a \$125 fee for data entry for up to 10 students. Refer to Appendix A of the *Procedures Manual for the Request for Late Score Entry Form*.

After all student scores are entered into the Data Entry Interface, the Test Monitor should return all MTAS test materials to the District or School Assessment Coordinator. Refer to the *Data Entry Interface User Guide* on the Minnesota Assessments portal for instructions on entering student scores into the Data Entry Interface.

Returning Secure Test Materials

The following MTAS test materials are secure and must be returned using the procedures for returning secure test materials described in the *Collection and Return of Test Materials* section of this manual.

- MTAS Task Administration Manuals
- MTAS Presentation Pages
- Adaptations to Presentation Pages

The following MTAS test materials are non-secure and do **not** need to be returned.

- *Title I Assessment Manual*
- *District/School Security Checklists*
- Response Option Cards (shrink-wrapped and/or not wrapped; these should be securely destroyed by the Assessment Coordinator)

Collection and Return of Secure Test Materials

After the tests are administered, the District/School Assessment Coordinator is responsible for collecting, packaging, and shipping via UPS **all** used answer documents, regular and accommodated secure test materials, MTAS Task Administration Manuals, and MTAS Presentation Pages to DRC according to the ship-by dates in the *Important Dates* sheets in the front of this manual. Boxes must be properly packed and labeled.

The test materials may be returned from either the district or the school.

- If the **ship-to-district** option was selected and the answer documents are returned to DRC from a school, the district will need to provide the necessary labels to the School Assessment Coordinator.
- If the **ship-to-school** option was selected, each School Assessment Coordinator must schedule pickup arrangements directly with UPS. If the answer documents are returned to DRC from the district, the school will need to provide the necessary forms and labels to the District Assessment Coordinator.

Identifying Returned Test Materials

In order to provide early results for high school, completed answer documents for **grade 10 Reading MCA** and **grade 11 Mathematics MCA** should be returned on the Friday after the initial test date(s) in your district, but must be returned no later than April 29. Answer documents from make-up days may be sent in a separate shipment but answer documents shipped after April 29 will not be included in early results. AIR will charge a \$125 fee for a district requesting that two separate answer documents (e.g., segments 1 and 2 on one answer document and segments 3 and 4 on another answer document) be merged to receive a score.

Grades 3–8 Reading and Mathematics MCA answer documents for paper administrations should be returned to DRC as soon as testing is complete to facilitate the timely return of results. Materials from make-up days may be sent in a separate shipment. Used answer documents for all grades must be shipped to DRC no later than May 7, 2014.

Other **secure test materials** such as test books, accommodated test materials, and MTAS Task Administration Manuals and Presentation Pages also need to be returned to DRC no later than May 14, 2014 for paper administrations, and May 23, 2014 for online accommodated test materials.

MCA and MCA-Modified Test Materials	
NOTE: Test materials that must be securely disposed of are indicated with an asterisk (*).	
Items that must be returned:	Items that should not be returned:
<p>All used Reading and Mathematics MCA answer documents; used answer documents include answer documents completed by students and answer documents that have test codes indicated</p> <p>Used and unused grade 3 Reading and Mathematics MCA test/answer documents</p> <p>NOTE: All grade 3 Reading and Mathematics MCA test/answer documents with student responses that are not to be scored should be returned to DRC with your secure/nonscorable test materials and not placed in the “Voided Answer Documents Do Not Score” plastic bag.</p> <p>All test books</p> <p>All accommodated test materials (large print and Braille test books, mathematics and science scripts, mathematics CDs)</p> <p><i>Test Administrator’s Notes for Braille</i></p> <p>All voided Reading and Mathematics MCA answer documents with student responses that are not to be scored must be returned in a plastic bag marked “Voided Answer Documents Do Not Score”</p>	<p>All unused Reading and Mathematics MCA overage and preprinted answer documents*</p> <p>Voided Reading and Mathematics MCA answer documents with no student responses*</p> <p><i>Title I Assessment Manual</i></p> <p><i>Procedures Manual for the Minnesota Assessments</i></p> <p><i>District and/or School Security Checklist</i> (keep a copy on file at the school and send the original copy to the district to keep on file for 12 months after the end of the academic school year in which testing took place)</p> <p><i>MCA Paper Test Monitor and Student Directions</i></p> <p><i>Test Monitor Directions for Online Title I Tests</i></p> <p><i>Test Monitor and Student Directions for Paper Accommodations for Online Title I Tests</i></p> <p>Formula sheets</p> <p>Extra red dot seals</p> <p><i>School Box Range</i> sheet, packing lists, order summary</p> <p>UPS-RS and return box labels (discard one month after testing)</p>

MTAS Test Materials	
NOTE: Test materials that must be securely disposed of are indicated with an asterisk (*).	
Items that must be returned:	Items that should not be returned:
<p>MTAS Task Administration Manuals</p> <p>MTAS Presentation Pages, including any adaptations</p>	<p><i>Title I Assessment Manual</i></p> <p><i>District/School Security Checklists</i> (keep a copy on file at the school and send the original copy to the district to keep on file for 12 months after the end of the academic school year in which testing took place)</p> <p>Response Option Cards (shrink-wrapped and/or not wrapped)*</p>

MTAS Test Materials	
NOTE: Test materials that must be securely disposed of are indicated with an asterisk (*).	
Items that must be returned:	Items that should not be returned:
	<p><i>Data Collection</i> forms (if used, keep on file for 12 months after the end of the academic school year in which testing took place)</p> <p><i>Learner Characteristics Inventory (LCI)</i> forms (if used, keep on file for 12 months after the end of the academic school year in which testing took place)</p>

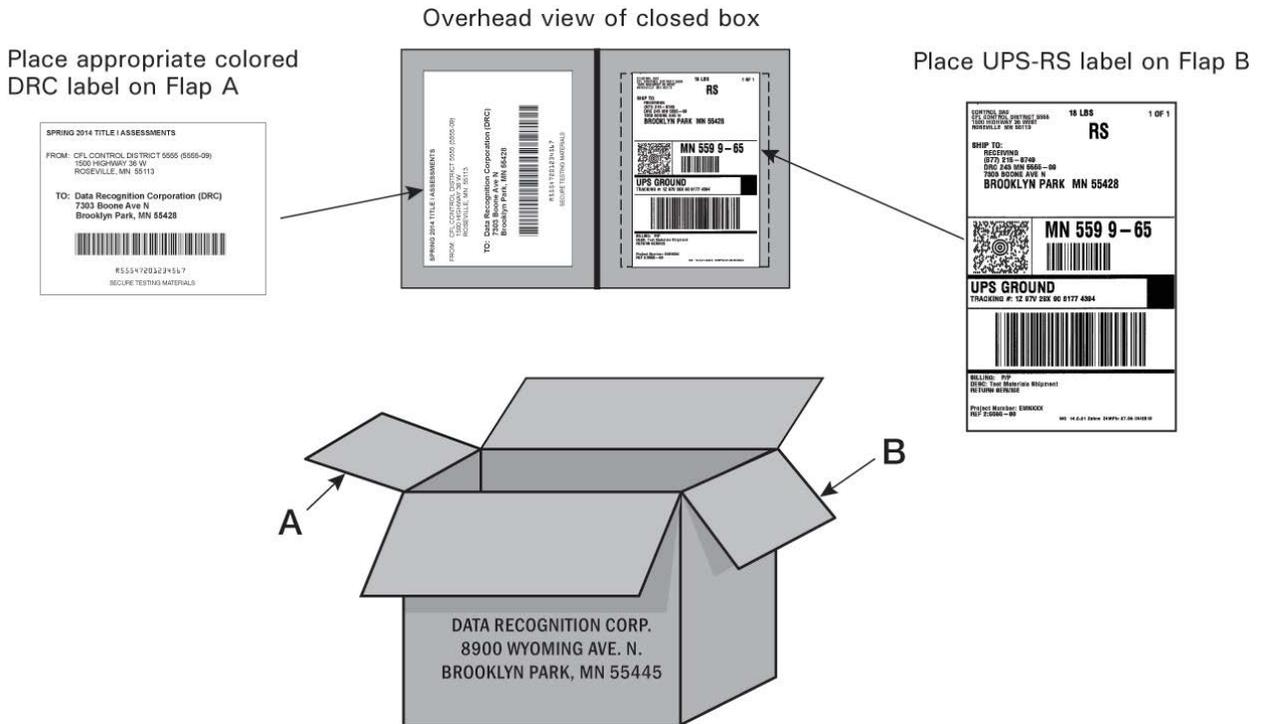
Shipping Test Materials to DRC

Returning Used MCA ANSWER DOCUMENTS

- Place all **used** answer documents in the shipping box(es) provided by DRC. Multiple grades/subjects/tests can be shipped together. Use filler (e.g., crumpled paper or bubble wrap) to make sure answer documents do not shift during transport.
- Tape boxes securely using heavy-duty shipping tape. It is recommended that you use at least three strips of tape across both the top and the bottom of the box to ensure the security of the contents during shipping. Please make sure that the box flaps with the old labels are folded down first and the blank box flaps are on top.
- Affix a return label to flap A of each box. Please refer to the packaging graphic following these instructions.
 - Affix a **TURQUOISE** return label to flap A of each box of grades 3–8 answer documents. The return label is printed with “GRADE 3 TEST ANSWER DOCUMENTS AND GRADES 4–8 ANSWER DOCUMENTS” to indicate that the box(es) contain(s) answer documents to be scored. Be sure to attach the correct label.
 - Affix a **SALMON** return label to flap A of each box of grades 10 and 11 answer documents. The return label is printed with “GRADES 10–11 ANSWER DOCUMENTS ONLY” to indicate that the box(es) contain(s) answer documents to be scored. Make sure the correct label is attached.
- Affix a **WHITE** UPS-RS label to flap B of each box, making sure that it is not applied across the box flap seam. Do **NOT** send any boxes via UPS without a UPS-RS label. The UPS-RS labels were included in the Coordinator Box. Please refer to the packaging graphic following these instructions.
 - Please keep records of your shipments to DRC by keeping the tracking number(s). It is recommended that a copy be made of each UPS-RS label being used. The UPS-RS number is located directly above the barcode in the middle of the shipping label. These tracking numbers do not need to be provided to DRC unless requested.
 - Districts **must** use a DRC return box label shown below in addition to the **WHITE** UPS- RS label. UPS and return box labels can be ordered during the Additional Orders window in TIDE. If additional return labels are needed after the Additional

Orders window closes, the District Assessment Coordinator may contact the AIR Help Desk at 1-877-215-8749 (press 2).

- If you do not have a daily scheduled UPS pickup, arrange for a pickup by calling UPS at 1-866-857-1501. (Do **not** call the UPS general pickup number found on the UPS website.)
 - Schedule a date and time for pickup. Inform UPS that there are UPS-RS labels attached to the boxes being returned. **Please schedule your pickup at least one day in advance. Same-day service is not available in all areas.**
 - Tell the UPS service representative the tracking numbers printed on the UPS-RS labels. The service representative will use these numbers to bill the pickup and return charges to DRC.
- If you have a daily scheduled UPS pickup, you do not need to schedule a pickup. Place your boxes at your normal UPS pickup area; however, please set apart the DRC shipment for the driver. Ensure that office staff is aware of the location of boxes for pickup and materials are kept secure.
- If there is a question or problem with the UPS pickup process, please call the AIR Help Desk at 1-877-215-8749 and press 2 for DRC.
- Make a copy of the *District/School Security Checklist(s)* for the school records and send the original to the District Assessment Coordinator. Do not return it to DRC.



Title I Assessments Return Box Label Sample: Grade 3 Test/Answer Document and Grades 4–8 Answer Documents (ship-to-district)

<p>SPRING 2014 TITLE I ASSESSMENTS</p> <p>FROM: CFL CONTROL DISTRICT 5555 (5555-09) 1500 HIGHWAY 36 W ROSEVILLE, MN 55113</p> <p>TO: Data Recognition Corporation (DRC) 7303 Boone Ave N Brooklyn Park, MN 55428</p> <div style="text-align: center;">  </div> <p style="text-align: center;">R55547201234567</p> <p style="text-align: center;">GRADE 3 TEST/ANSWER DOCUMENTS & GRADES 4–8 ANSWER DOCUMENTS</p>

Packaging Used Reading and Mathematics MCA ANSWER DOCUMENTS

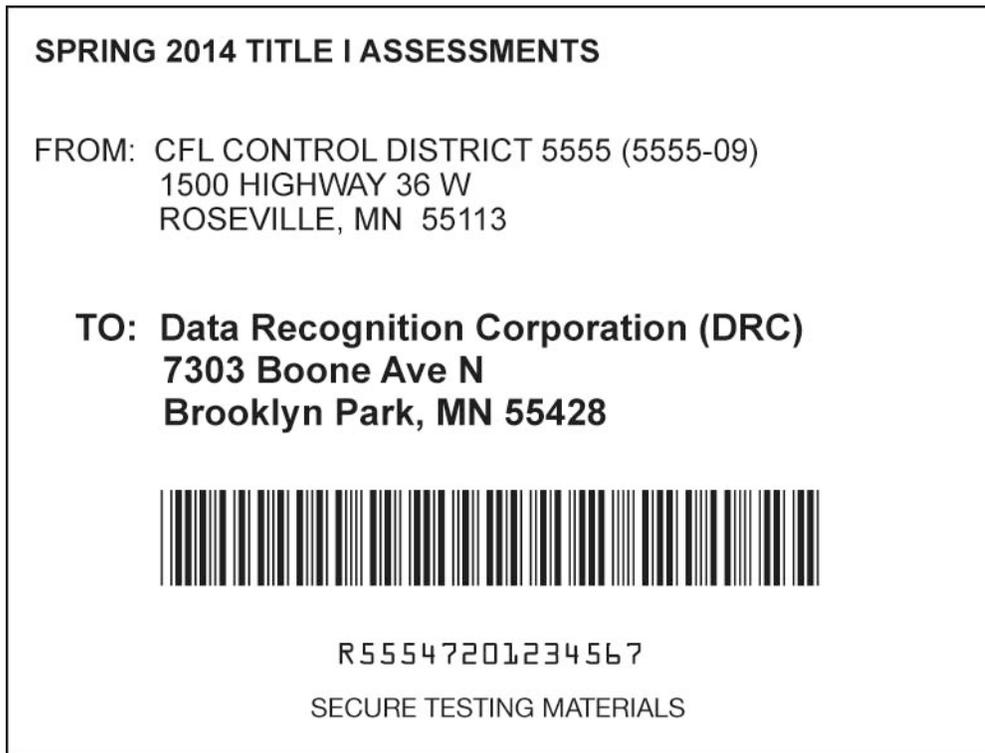
Step 1	Place all used Reading and Mathematics MCA answer documents in boxes. Answer documents do not need to be packaged by subject or grade.
Step 2	Label each box with the appropriate color return box label and white UPS-RS label.
Step 3	Ship completed grade 10 answer documents and grade 11 answer documents to DRC as soon as the main testing has been completed. Answer documents shipped after April 29, 2014 will not be included in early results. Ship all grades 3–8 answer documents back to DRC by May 7, 2014 . Districts are encouraged to return materials as soon as tests are completed to facilitate the timely return of results. Make-up tests may be sent in a separate shipment.

Returning MCA and MCA-Modified SECURE TEST MATERIALS (paper and online administrations)

- Place all secure materials in the shipping box(es) provided by DRC. Multiple grades/subjects/tests can be shipped together. Secure test materials include test books, mathematics and science scripts, mathematics CDs, large print and Braille test books, and *Test Administrator's Notes for Braille*.
 - Return the “Voided Answer Document Do Not Score” plastic bag with the secure test materials.
- Tape boxes securely using heavy-duty shipping tape. It is recommended that you use at least three strips of tape across both the top and the bottom of the box to ensure the security of the contents during shipping. Please make sure that the box flaps with the old labels are folded down first and the blank box flaps are on top.
- Attach a **ROSE** return box label to each box of Reading, Mathematics, and Science MCA and Reading and Mathematics MCA-Modified (paper and online administrations) secure test materials. The return box label should be affixed so that it covers the original label on the shipping box. Make sure the correct label is used. Please refer to the packaging graphic prior to these instructions.
- Affix a **WHITE** UPS-RS label to flap B of each box, making sure that it is not applied across the box flap seam. Do **NOT** send any boxes via UPS without a UPS-RS label. The UPS-RS labels were included in the Coordinator Box. Please refer to the packaging graphic following these instructions.
 - Please keep records of your shipments to DRC by keeping the tracking number(s). It is recommended that a copy be made of each UPS-RS label being used. The UPS-RS number is located directly above the barcode in the middle of the shipping label. These tracking numbers do not need to be provided to DRC unless requested.
 - Districts **must** use a Rose return box label in addition to the **WHITE** UPS- RS label. UPS and return box labels can be ordered during the Additional Orders window in TIDE. If additional return labels are needed after the Additional Orders window closes, the District Assessment Coordinator may contact the AIR Help Desk at 1-877-215-8749 (press 2).
- If you do not have a daily scheduled UPS pickup, arrange for a pickup by calling UPS at 1-866-857-1501. (Do **not** call the UPS general pickup number found on the UPS website.)
 - Schedule a date and time for pickup. Inform UPS that there are UPS-RS labels attached to the boxes being returned. **Please schedule your pickup at least one day in advance. Same-day service is not available in all areas.**
 - Tell the UPS service representative the tracking numbers printed on the UPS-RS labels. The service representative will use these numbers to bill the pickup and return charges to DRC.
- If you have a daily scheduled UPS pickup, you do not need to schedule a pickup. Place your boxes at your normal UPS pickup area; however, please set apart the DRC shipment for the driver. Ensure that office staff is aware of the location of boxes for pickup and materials are kept secure.

- If there is a question or problem with the UPS pickup process, please call the AIR Help Desk at 1-877-215-8749 and press 2 for DRC.
- Make a copy of the *District/School Security Checklist(s)* for the school records and send the original to the District Assessment Coordinator. Do not return it to DRC.

Title I Assessments Return Box Label Sample: Secure Test Materials (ship-to-district)



Packaging MCA and MCA-Modified SECURE TEST MATERIALS

Step 1	Place all used and unused secure test materials and accommodated test materials in the box.
Step 2	Label each box with the Rose return box label and white UPS-RS label.
Step 3	For paper administrations: ship all secure test materials to DRC no later than May 14, 2014 . For online administrations: ship all secure accommodated test materials to DRC no later than May 23, 2014 . NOTE: Used grade 3 test/answer documents must be returned with scorable materials.

Packaging MCA District Overage (if applicable for paper administrations)

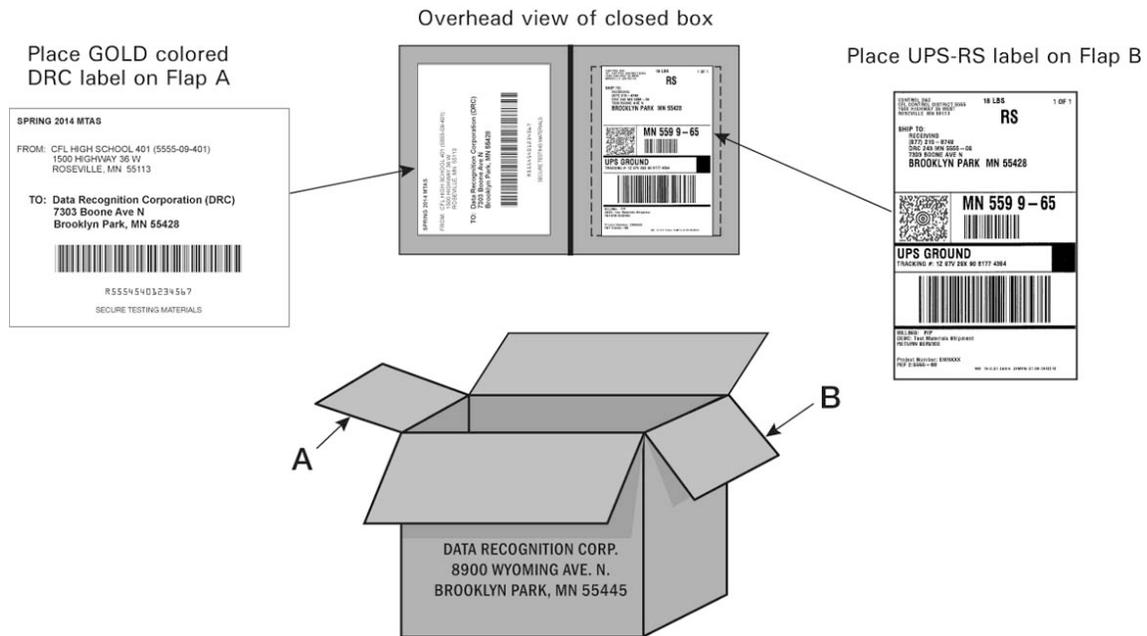
Step 1	Place all used and unused secure test materials from the district overage in the box.
Step 2	Label each box with the appropriate color return box label and white UPS-RS label.
Step 3	Ship all secure test materials from the district overage to DRC no later than May 14, 2014 .

Returning MTAS SECURE TEST MATERIALS

- Place all Task Administration Manuals and Presentation Pages (including any adaptations), in the shipping box(es) provided by DRC.
- Tape boxes securely using heavy-duty shipping tape. It is recommended that you use at least three strips of tape across both the top and the bottom of the box to ensure the security of the contents during shipping. Please make sure the box flaps with the old labels are folded down first and the blank box flaps are on top.
- Affix a **GOLD** MTAS return box label to flap A of each box. Make sure the correct label is used. The DRC return box labels are included in the Coordinator Box. Please refer to the packaging graphic following these instructions.
- Affix a **WHITE** UPS-RS label to flap B of each box, making sure that it is not applied across the box flap seam. Do **NOT** send any boxes via UPS without a UPS-RS label. The UPS-RS labels are included in the Coordinator Box. Please refer to the packaging graphic following these instructions.
 - Please keep records of your shipments to DRC by keeping the tracking number(s). It is recommended that a copy be made of each UPS-RS label being used. The UPS-RS number is located directly above the barcode in the middle of the shipping label. These tracking numbers do not need to be provided to DRC unless requested.
 - Districts **must** use a GOLD return box label in addition to the **WHITE** UPS- RS label. UPS and return box labels can be ordered during the Additional Orders window in TIDE. If additional return labels are needed after the Additional Orders window closes, the District Assessment Coordinator may contact the AIR Help Desk at 1-877-215-8749 (press 2).
- If you do not have a daily scheduled UPS pickup, arrange for a pickup by calling UPS at 1-866-857-1501. (Do NOT call the UPS general pickup number found on the UPS website.)
 - Schedule a date and time for pickup. Inform UPS that there are UPS-RS labels attached to the boxes being returned. **Please schedule your pickup at least one day in advance. Same-day service is not available in all areas.**
 - Tell the UPS service representative the tracking numbers printed on the UPS-RS labels. The service representative will use these numbers to bill the pickup and return charges to DRC.

- If you have a daily scheduled UPS pickup, you do not need to schedule a pickup. Place your boxes at your normal UPS pickup area; however, please set apart the DRC shipment for the driver. Ensure that office staff is aware of the location of boxes for pickup and materials are kept secure.
- If there is a question or problem with the UPS pickup process, please call the AIR Help Desk at 1-877-215-8749 and press 2 for DRC.

Make a copy of the *District/School Test Materials Security Checklist(s)* for the school records and send the original to the District Assessment Coordinator. Do not return it to DRC.



MTAS Return Box Label Sample: Secure Test Materials

<p>SPRING 2014 MTAS</p> <p>FROM: CFL HIGH SCHOOL 401 (5555-09-401) 1500 HIGHWAY 36 W ROSEVILLE, MN 55113</p> <p>TO: Data Recognition Corporation (DRC) 7303 Boone Ave N Brooklyn Park, MN 55428</p>  <p>R55545401234567</p> <p>SECURE TESTING MATERIALS</p>

Packaging MTAS Secure Test Materials

Step 1	Place all used and unused secure test materials in the box.
Step 2	Label each box with a GOLD MTAS return box label and WHITE UPS-RS label.
Step 3	Ship all secure test materials to DRC no later than May 23, 2014 .

Results Information

Districts will receive final accountability results for the Reading, Mathematics, and Science MCA; Reading and Mathematics MCA-Modified; and Reading, Mathematics, and Science MTAS in both electronic and paper format as listed on the *Important Dates* sheet. Additional information about reports can be found in Chapter 10 of the *Procedures Manual for the Minnesota Assessments*.

Online Reporting System

Preliminary student-, roster-, school-, and district-level results will be available in AIR's Online Reporting System for Title I assessments, including results for paper assessments when processing and scoring are complete. Districts and schools can use these results for instructional and planning purposes, but final accountability data are provided by MDE for accountability purposes. **While the student's score is final** (except in very special circumstances), actions taken during Posttest Editing (e.g., district making changes to student data, validations against MARSS) could affect final results.

Immediate Preliminary Results

Immediate preliminary results will be available in the Online Reporting System for the following test modes and administrations:

- Online tests and responses entered into Data Entry Interface for the grades 3–8 Mathematics MCA
- Online tests for grades 3–8 and 10 Reading MCA
- Online tests and responses entered into Data Entry Interface for the grades 5, 8, and high school Science MCA

The online reports will look different from the final reports and will contain many, but not all, of the same elements as the final reports.

Posttest Editing in Test WES

After testing is completed, District Assessment Coordinators can make edits on student assessment records in Test WES. Reference the *Important Dates* for dates Posttest Editing is available. It is important to verify or correct assessment information in Test WES to ensure assessment reports and AYP and MMR calculations are based on accurate and complete information.

District and School Electronic Data Files

An electronic District Student Results (DSR) file that contains student-level data from the assessments—including demographic information, achievement-level information, and test scores—will be available on MDE Secured Reports. An electronic School Student Results (SSR) file will also be available on MDE Secured Reports. Refer to the *Important Dates* sheets at the front of this manual for the dates.

Final Reports

Following test administration, districts will receive paper reports of the Individual Student Reports (ISR) to send home to parents/guardians. Refer to the *Important Dates* sheets at the front of this manual for the dates. Districts will also receive student labels with test score information for every student tested if they selected to receive them in Supplemental Information in TIDE. A DVD with PDF copies of the ISRs will be delivered in a separate shipment after the delivery of the ISRs.

Late Scoring

Answer documents that are shipped in late for scoring may not be processed in time for AYP and MMR accountability calculations and results may not be provided until after the rescore window closes (late November). A late answer document is defined as an answer document returned after the ship by date indicated on the *Important Dates*; while a few days for shipping will be taken into account, districts should ensure that all answer documents are shipped by the ship by dates in order to have results available on time. However, if answer documents are found after all answer documents have been processed by the service provider, there may be a charge to score the late answer documents and results will not be provided until one month after the last day to request a rescore as indicated on the *Important Dates*.

Late Entry of Student Responses or Scores

If student responses in paper accommodated test materials for online tests or MTAS scores are not entered during the testing windows, districts can contact AIR to arrange for a late score entry. There is a \$125 fee for late score entry for up to 10 students after the close of the test window; contact AIR for fee associated with entry for more than 10 students. Please refer to the *Important Dates* sheets at the beginning of this manual for the deadline to submit late score entry requests; all late entries must be completed before all systems are transitioned for the next school year. See the *Request for Late Score Entry* form in Appendix A of the *Procedures Manual for the Minnesota Assessments* for instructions regarding the return of late score entry materials.

Rescore Requests

A rescore may be requested when a parent/guardian or school district staff disagrees with the final score a student received. A rescore does not include test/accountability or score code changes (INV, NC, etc.) or the late entry of student responses for paper accommodated test materials for online assessments or the MTAS. Any questions regarding a test/accountability code must be addressed during Posttest Editing.

The cost for rescoring a test is \$125 per test. This fee is waived if a student's score changes. See the *Request for Rescore* form in Appendix A of the *Procedures Manual for the Minnesota Assessments*. All requests for rescoring a test must come through the school district; parents/guardians should work with the school district to initiate a rescore. Please refer to the *Important Dates* sheets at the beginning of this manual for the deadline to rescore tests.

Resources

Online Resources

The resources described in this section provide information and assistance to District/School Assessment Coordinators who are preparing to administer the Minnesota assessments.

Minnesota Department of Education (MDE) Website

On the [MDE website](http://education.state.mn.us) (<http://education.state.mn.us>), the Division of Statewide Testing provides information about testing, including testing schedules, information to help District Assessment Coordinators edit and use test data, and technical documents, such as test specifications, for each assessment.

MDE Website Resources	Description
<p>Testing Schedules</p> <p>MDE website > School Support > Test Administration > Minnesota Tests</p> <p>(http://education.state.mn.us/MDE/SchSup/TestAdmin/MNTests/index.html)</p>	<p>Testing schedules for the current school year and draft versions of schedules for future years are provided.</p>
<p>Test Specifications</p> <p>MDE website > Educator Excellence > Testing Resources > Test Specifications</p> <p>(http://education.state.mn.us/MDE/EdExc/Testing/TestSpec/index.html)</p>	<p>Test specifications are specific rules and characteristics that guide the development of a test's content and format.</p>
<p>Technical Reports</p> <p>MDE website > School Support > Test Administration > Technical Reports</p> <p>(http://education.state.mn.us/MDE/SchSup/TestAdmin/MNTests/TechRep/index.html)</p>	<p>This section contains background and technical information about the construction of the Minnesota Comprehensive Assessments (MCAs) and other statewide assessments, including information on scale scores, alignment reviews, and standard setting reports.</p>

Minnesota Assessments Portal

The [Minnesota Assessments portal](http://www.mnstateassessments.org) (<http://www.mnstateassessments.org>) is the single entry point for many functions associated with administration of the Minnesota assessments. All AIR statewide testing services used by Minnesota districts and schools can be accessed in this portal including the following resources:

Online Resources	Description
<p>Online Test Monitor Certification Course</p> <p>Minnesota Assessments portal > Assessment Coordinator > Online Test Monitor Certification Course</p> <p>(http://www.mnstateassessments.org/assessment-coordinators/)</p>	<p>This course provides an overview of the roles and responsibilities of Test Monitors administering online assessments and shows how to start, monitor, and end test sessions using the Online Testing System.</p>
<p>AIR Training Resources</p> <p>Minnesota Assessments portal > Resources > Training > American Institutes for Research</p> <p>(http://www.mnstateassessments.org/resources/?section=9)</p>	<p>Recorded trainings and presentation materials on AIR systems including Test Information Distribution System (TIDE), Online Reporting System, Online Testing System, and Learning Point Navigator.</p>
<p>MDE Training Resources</p> <p>Minnesota Assessments portal > Resources > Training > Minnesota Department of Education</p> <p>(http://www.mnstateassessments.org/resources/?section=10)</p>	<p>Various recorded trainings and training resources (including a presentation and video clips for test security training that may be used in district trainings) are available on this page.</p>
<p>Test Monitor Training Site</p> <p>Minnesota Assessments portal > Teacher/Test Monitor > Test Monitor Training site</p> <p>(http://www.mnstateassessments.org/assessment-coordinators/)</p>	<p>The Test Monitor Training Site allows Test Monitors to practice creating and monitoring an online test session in conjunction with the online item samplers. Please refer to the <i>Test Monitor User Guide for the Online Testing System</i> for more information on using the online item samplers.</p>

Online Resources	Description
<p>Item Samplers</p> <p>Minnesota Assessments portal > Item Samplers</p> <p>(http://www.mnstateassessments.org/item-samplers)</p>	<p>Item samplers are designed to familiarize Test Administrators and students with the item types, format, and content of the assessments. Item samplers contain fewer items than an actual full-length test. They are not suitable for predicting how students will perform on a test. Accommodated item samplers are also available at this location.</p> <p>For online item samplers, a Guest User login option is available, which allows anyone to access the online item samplers. The online item samplers must be accessed using either AIR's secure browser or Firefox. If a student needs to use text-to-speech for mathematics or science, the secure browser must be used to access the item samplers. Text-to-speech is not available when Firefox is used.</p>
<p>Online Student Tutorial for Mathematics, Reading, and Science</p> <p>Minnesota Assessments portal > Resources > Student Resources</p> <p>(http://www.mnstateassessments.org/resources/?section=3)</p>	<p>The online student tutorial for Title I tests is designed to familiarize students with the tools, features, and functionality students will experience when taking an online assessment. In addition, it will assist in familiarizing students with the item types and format of the online assessments.</p>
<p>Mathematics Formula Sheets</p> <p>Minnesota Assessments portal > Resources > Student Resources > Mathematics Formula Sheets</p> <p>(http://www.mnstateassessments.org/resources/?section=3#formulas)</p>	<p>Districts may provide students in grades 5–8 and 11 with hard copies of the mathematics formula sheets during the online administration of the MCA and MCA-Modified. The hard-copy formula sheets must be collected after test administration.</p>
<p>Online Calculators for Minnesota Assessments Manual</p> <p>Minnesota Assessments portal > Resources > Student Resources</p> <p>(http://www.mnstateassessments.org/resources/?section=3)</p>	<p>This manual provides information on using the online calculators available with Minnesota Assessments.</p>

Online Resources	Description
<p>Stand-Alone Calculators</p> <p>Minnesota Assessments portal > Resources > Student Resources</p> <p>(http://www.mnstateassessments.org/resources/?section=3)</p>	<p>Stand-alone online calculators are also available for students to practice using outside of the item samplers. While students may access the stand-alone online calculators on mobile devices to become familiar with the online calculators, mobile devices cannot be used during testing. The same version of the calculator is available in the online test. NOTE: <i>For desktops and laptops, calculators are supported in Firefox only; they may be accessible in other browsers but may not function optimally. For Android tablets, Google Chrome is the supported browser; for tablets running Apple iOS, use the native Safari browser.</i></p>

Manuals and Directions	Description
<p>Procedures Manual for the Minnesota Assessments</p> <p>Minnesota Assessments portal > Resources > General Resources</p> <p>(http://www.mnstateassessments.org/resources/?section=1)</p>	<p>This manual is the primary source of information for all Minnesota assessments. It has been prepared for District Assessment Coordinators, administrators, teachers, and others who have a role in administering Minnesota’s assessments. It contains information needed to make informed decisions about administering statewide assessments in each school or district. In addition, this document familiarizes readers with responsible test administration practices.</p> <p>This manual also includes the <i>Important Dates</i> sheets for each assessment.</p>
<p>MTAS Task Administration Manual</p> <p>Minnesota Assessments portal > Title I Assessments > MTAS Resources</p> <p>(http://www.mnstateassessments.org/resources/?section=7)</p>	<p>The version of this manual posted to the Minnesota Assessments portal contains only the portion of the Task Administration Manual that discusses administration guidelines, policies, and procedures. Grade-level Task Administration Manuals shipped to districts also contain secure items, such as task scripts, reading passages, and optional object lists.</p>

Manuals and Directions	Description
<p>Test Monitor Directions for Online Title I Tests</p> <p>Minnesota Assessments portal > Title I Assessments > Title I Directions</p> <p>(http://www.mnstateassessments.org/resources/?section=6)</p>	<p>General directions for Test Monitors about test administration and are used in conjunction with the <i>Student Directions for Online Title I Tests</i>.</p>
<p>Student Directions for Online Title I Tests</p> <p>Minnesota Assessments portal > Title I Assessments > Title I Directions</p> <p>(http://www.mnstateassessments.org/resources/?section=6)</p>	<p>Online presentation of student directions showing students how to log in, pause and finish the test. This must be presented to all students before they begin the test.</p>
<p>Test Monitor and Student Directions for Paper Accommodations for Online Title I Tests</p> <p>Minnesota Assessments portal > Title I Assessments > Title I Directions</p> <p>(http://www.mnstateassessments.org/resources/?section=6)</p>	<p>General directions for Test Monitors that are testing students who require paper accommodations for online tests. They include scripted directions and information on entering responses into the Data Entry Interface.</p>
<p>MCA Paper Test Monitor and Student Directions</p> <p>Minnesota Assessments portal > Title I Assessments > Title I Directions</p> <p>(http://www.mnstateassessments.org/resources/?section=6)</p>	<p>General directions for Test Monitors about paper test administration. These directions will also be included in the shipments of paper testing materials.</p>

Technology Information and User Guides	Description
<p>System Requirements for Online Testing</p> <p>Minnesota Assessments portal > Resources > Technical Resources</p> <p>(http://www.mnstateassessments.org/resources/?section=4)</p>	<p>This document covers recommended hardware, preferred software/browser combinations, and technical support help desk contact information.</p>
<p>Technical Specifications Manual for Online Testing</p> <p>Minnesota Assessments portal > Resources > Technical Resources</p> <p>(http://www.mnstateassessments.org/resources/?section=4)</p>	<p>This document contains the technical specifications for online testing for Technology Coordinators, including information about Internet and network requirements, hardware and software requirements, secure browser installation, and information about text-to-speech and voice packs.</p>
<p>User Roles and Access to Minnesota Assessments Systems Provided by AIR</p> <p>Minnesota Assessments portal > Resources > General Resources</p> <p>(http://www.mnstateassessments.org/resources/?section=1)</p>	<p>This document shows the systems, tasks, and features that each user role in AIR's online systems is able to access.</p>
<p>TIDE User Guide</p> <p>Minnesota Assessments portal > Resources > User Guides</p> <p>(http://www.mnstateassessments.org/resources/?section=2)</p>	<p>This user guide provides information districts will need to use the TIDE system.</p>

Technology Information and User Guides	Description
<p>Test Monitor User Guide for the Online Testing System</p> <p>Minnesota Assessments portal > Resources > User Guides</p> <p>(http://www.mnstateassessments.org/resources/?section=2)</p>	<p>This user guide provides information on using the Test Monitor Interface of the Online Testing System to administer online assessments. It also provides information how to use the online assessments and the online item samplers.</p>
<p>Online Reporting System User Guide</p> <p>Minnesota Assessments portal > Resources > User Guides</p> <p>(http://www.mnstateassessments.org/resources/?section=2)</p>	<p>This user guide provides information users will need to use the Online Reporting System.</p>
<p>Data Entry Interface User Guide</p> <p>Minnesota Assessments portal > Resources > User Guides</p> <p>(http://www.mnstateassessments.org/resources/?section=2)</p>	<p>This user guide provides detailed instructions on how to enter student responses from paper accommodated test materials for online assessments and MTAS scores.</p>
<p>Learning Point Navigator User Guide</p> <p>Minnesota Assessments portal > Resources > User Guides</p> <p>(http://www.mnstateassessments.org/resources/?section=2)</p>	<p>This user guide provides information users will need to use Learning Point Navigator.</p>

Suggestions for Program Improvements

A Minnesota assessments comment sheet is provided in the *Procedures Manual for the Minnesota Assessments*. District Assessment Coordinators can use this comment sheet to submit suggestions for program improvements. Please fax completed sheets to MDE at 1-651-582-8874. You may also email your comments or suggestions to MDE at mde.testing@state.mn.us.

Appendix A: Check-in List for Test Materials

TITLE I ASSESSMENTS SPRING 2014

Upon receipt of regular and accommodated test materials, the District/School Assessment Coordinator should follow these steps to prepare for test administration and maintain the security of the state assessments.

- Open boxes as soon as they are received to allow sufficient time for check-in.
- Locate the **WHITE** Coordinator Box in the shipment.
- Find the *School Box Range* sheet in the Coordinator Box, which shows the number of boxes shipped to the district or the school.
- Locate and review the *District/School Packing List* found in the Coordinator Box and verify the receipt of all test materials, including coordinator materials and return materials.
- Locate and review** the *District/School Security Checklist* and verify the accuracy of the listed security number sequences. Record any discrepancies on the *District/School Security Checklist*. If there are discrepancies between the *District/School Security Checklist* and the secure test materials received, record them on the *District/School Security Checklist*.
- Review this *2014 Title I Assessment Manual*, the *Procedures Manual for the Minnesota Assessments*, the *Important Dates* sheets found in this manual, and the *Test Monitor Directions*. These documents may be duplicated as needed.
- If the initial shipment of test materials does not include everything students will need at testing time, the School Assessment Coordinator should contact the District Assessment Coordinator. The District Assessment Coordinator will either distribute additional test materials from the district overage or order materials through TIDE during the Additional Orders window. The District Assessment Coordinator can have an additional order sent directly to a school.
 - **NOTE:** Check the *Important Dates* sheets in the front of this manual for more information about the dates for ordering additional test materials.
 - **NOTE:** Orders must be entered by noon to be considered same-day business. If additional return labels and/or district/school labels are needed after the Additional Orders window closes, please call the AIR Help Desk at 1-877-215-8749 and press 2 for DRC.
- Organize and keep test materials in a secure, locked location until distributed for testing. Non-secure test materials, such as *Test Monitor Directions*, may be distributed to Test Monitors upon receipt to allow sufficient time to prepare for test administration.

For MTAS, test materials may be distributed to Test Administrators so they have sufficient time to prepare for testing students. Test Administrators must keep materials secure when not preparing materials or administering the assessment.

- Save the boxes in which the test materials arrived. Use them to return test materials to DRC.

Appendix B: Collection and Return of Test Materials

TITLE I ASSESSMENTS SPRING 2014

After the tests are administered, the District/School Assessment Coordinator is responsible for collecting, packaging, and shipping via UPS **ALL** used answer documents and secure test materials to DRC.

Returning Used Answer Documents—Reading and Mathematics MCA

- Arrange all **used** answer documents, including **used** grade 3 test/answer documents, by school. Multiple grades/subjects/tests can be shipped together.
- Verify that each answer document has accurate preprinted student information, a preprinted label, or a **BLUE-STRIPED** district/school label properly affixed in the designated area on the cover. If a district/school label is used, student information must be hand-bubbled on the answer document.
- Place all **used** answer documents in the shipping box(es) provided by DRC.
- Attach a **TURQUOISE** return box label to each box of grades 3–8 answer documents. The return box label is printed with “GRADE 3 TEST ANSWER DOCUMENTS & GRADES 4–8 ANSWER DOCUMENTS” to indicate that the box(es) contain(s) answer documents to be scored. Make sure the correct label is attached.
- Attach a **SALMON** return box label to each box of grades 10 and 11 answer documents. The return box label is printed with “GRADES 10–11 ANSWER DOCUMENTS ONLY” to indicate that the box(es) contain(s) answer documents to be scored. Make sure the correct label is attached.
- Attach a **WHITE** UPS-Return Shipping (RS) label to each applicable box.

Returning Secure Test Materials—All Title I Assessments

- All secure test materials should be placed in the shipping boxes provided by DRC. Secure test materials include the following:
 - Reading, Mathematics, and Science MCA and Reading and Mathematics MCA-Modified (paper and online administrations):** test books, mathematics scripts and CDs, large print and Braille test books, and *Test Administrator’s Notes for Braille*
 - MTAS:** Presentation Pages, Task Administration Manuals, and all adaptations to Presentation Pages or Task Administration Manuals
- Attach a **ROSE** return box label to each box of Reading, Mathematics, and Science MCA and Reading and Mathematics MCA-Modified (paper and online administrations) secure test materials. The return box label should be affixed so that it covers the original label on the shipping box. Make sure the correct label is used.
- Attach a **GOLD** return box label to each box of MTAS secure test materials. The return box label should be affixed so that it covers the original label on the shipping box. Make sure the correct label is used.
- Attach a **WHITE** UPS-Return Shipping (RS) label to each applicable box. Refer to the Collection and Return of Secure Test Materials section or Appendix C of this manual for instructions for preparing boxes of test materials for return to DRC and scheduling UPS return service pickup.

Appendix C: Shipping Test Materials MCA, MCA-Modified, and MTAS

- ❑ Districts must schedule UPS return service pickup for each test administration. Refer to the *Important Dates* sheets at the front of this manual for the deadline to schedule test materials pickup.
 - If the **ship-to-district** option was selected and the answer documents are returned to DRC from a school, the district will need to provide the necessary labels to the School Assessment Coordinator.
 - If the **ship-to-school** option was selected, each school will receive a Coordinator Box. If the answer documents are returned to DRC from the district, the school will need to provide the necessary forms and labels to the District Assessment Coordinator.
- ❑ Attach a **TURQUOISE** return box label to flap A of each box of grades 3–8 answer documents. The return box label is printed with “GRADE 3 TEST ANSWER DOCUMENTS & GRADES 4–8 ANSWER DOCUMENTS” to indicate that the box(es) contain(s) answer documents to be scored. Make sure the correct label is attached.
- ❑ Attach a **SALMON** return box label to flap A of each box of grades 10 and 11 answer documents. The return box label is printed with “GRADES 10–11 ANSWER DOCUMENTS ONLY” to indicate that the box(es) contain(s) answer documents to be scored. Make sure the correct label is attached.
- ❑ Attach a **ROSE** return box label to flap A of each box of Reading, Mathematics, and Science MCA and Reading and Mathematics MCA-Modified (paper and online administrations) secure test materials. The return box label should be affixed so that it covers the original label on the shipping box. Make sure the correct label is used.
- ❑ Attach a **GOLD** return box label to flap A of each box of MTAS secure test materials. The return box label should be affixed so that it covers the original label on the shipping box. Make sure the correct label is used.
- ❑ Affix a **WHITE** UPS-Return Shipping (RS) label to flap B located on the top of each box, making sure that it is not applied across the box flap seam. Do **NOT** send any boxes via UPS without a UPS-RS label. The UPS-RS labels are included in the Coordinator Box.
- ❑ Please keep records of your shipments to DRC by keeping the tracking number(s). It is recommended that a copy be made of each UPS-RS label being used. The UPS-RS number is located directly above the barcode in the middle of the shipping label. These tracking numbers do not need to be provided to DRC unless requested.
- ❑ If you do not have a daily scheduled UPS pickup, arrange for a pickup by calling UPS at 1-866-857-1501. (Do NOT call the UPS general pickup number found on the UPS website.)
 - Schedule a date and time for pickup. Inform UPS that there are UPS-RS labels attached to the boxes being returned. **Please schedule your pickup at least one day in advance. Same-day service is not available in all areas.**
 - Tell the UPS service representative the tracking numbers printed on the UPS-RS labels. The service representative will use these numbers to bill the pickup and return charges to DRC.

- ❑ If you have a daily scheduled UPS pickup, you do not need to schedule a pickup. Place your boxes at your normal UPS pickup area; however, please set apart the DRC shipment for the driver. Ensure that office staff is aware of the location of boxes for pickup and materials are kept secure.
- ❑ Districts **must** use a DRC return box label in addition to the **WHITE** UPS-RS label. UPS and return box labels can be ordered during the Additional Orders window in TIDE. If additional return labels are needed after the Additional Orders window closes, the District Assessment Coordinator may contact the AIR Help Desk at 1-877-215-8749 (press 2).
- ❑ Review the Answer Document Status Report in the Track Shipments tab under the Orders tab in TIDE to track the return of used answer documents.

If you have any questions about returning your secure test materials or would like to report any problems with scheduling your pickup, contact the AIR Help Desk at 1-877-215-8749 (press 2).

Appendix D: Script for Hand-Bubbling Demographic Information by the Student

Give the student a new blank answer document. Have the student fill in the correct information on the answer document using the following directions.

SCRIPT HAND-BUBBLING ANSWER DOCUMENTS	<p><i>Before taking the test, you need to print your name and birth date on the front cover of your answer document. It is very important that you print the information correctly. Listen carefully as I read the instructions. Raise your hand if you have any questions. Mark only the spaces I tell you to mark. Do not make any stray marks on your answer document. If you make a mistake, erase your marks completely and then fill in the correct information.</i></p> <p><i>In the section labeled “STUDENT’S LAST NAME,” print your last name, starting at the left and printing one letter of your name in each box. If your last name is longer than the number of spaces, print only the letters that will fit. [Pause.]</i></p> <p><i>In the section labeled “STUDENT’S FIRST NAME,” print each letter of your first name. If your first name is longer than the number of spaces, print only the letters that will fit. [Pause.]</i></p> <p><i>In the box labeled “M,” print the first letter of your middle name. If you have no middle name, leave it blank. [Pause.]</i></p> <p><i>In the section labeled “BIRTH DATE,” under “MONTH,” fill in the circle next to the month in which you were born. In the two boxes under “DAY,” write the number of the day on which you were born. For days 1 through 9, write a “0 [zero]” in the first box. For example, if you were born the 7th day of April, you would fill in the circle for April and write “07” in the boxes for the day. In the four boxes under “YEAR,” write the first two digits of the year in which you were born in the first and second box. [Pause.] Then, in the third and fourth box, enter the last two digits of the year in which you were born.</i></p> <p><i>Look at the section labeled “GENDER.” Fill in the appropriate circle for your gender. [Pause.]</i></p>
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Before proceeding, make sure that each student has correctly filled in name, date of birth, and gender in his or her answer document. Hand-bubbling circles and applying a district/school label should be done after testing. The MARSS/SSID number and student demographic information must be accurately and clearly bubbled.

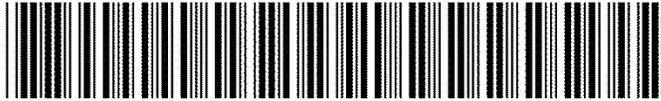
Appendix E: Handheld Calculator Accommodation for the Online Mathematics MCA-Modified Tests

The following table illustrates handheld calculator usage for the online Mathematics MCA-Modified. Handheld calculators for the grades 5–8 Mathematics MCA-Modified may **only** be provided as an accommodation in an individual setting as documented in the Individual Education Program (IEP) (see Chapter 5 of the *Procedures Manual for the Minnesota Assessments* for details). The majority of students taking the MCA-Modified will use the online calculator.

Handheld calculators can also be used on the large print and Braille versions of the MCA-Modified, and their use is not considered an accommodation in these situations.

Grade Level	Calculator Prohibited	Calculator Allowed
5	Segment 1	Segment 2
6	Segment 1	Segment 2
7	Segment 1	Segment 2
8	Segment 1	Segment 2
11	None	Throughout the test

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