**Transcript**

**Test Security and Administration Protocols for New Staff**

**January 31, 2025**

**The transcript was generated by Zoom and was reviewed by DESE’s Office of Student Assessment Services.**

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00:00:00 --> 00:00:37.387

Shannon Cullen: Good morning, and welcome or welcome back if you’ve been with us for other trainings this week or earlier trainings this month. This is our last training of January on the last day of January. And we're here today for an office hour session for MCAS Portal tasks for February science. So, I know that you're probably doing your last preparations for February. Science that will start on Tuesday, and we're going to devote most of our time together today to asking you what questions you have, and providing you with answers, as well as additional demonstrations in the MCAS Portal. If you would like to see them

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00:00:38.468 --> 00:00:39.488

Shannon Cullen: next slide.

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00:00:42.438 --> 00:01:04.408

Shannon Cullen: My name is Shannon Cullen. I'm the MCAS Test Administration Coordinator here at DESE you'll be hearing from me today, as well as Abbie Currier, who is with eMetric as a senior project manager. There are some other folks here with us this morning from Desi, as well as EMetric, that you may hear from as well during the Q&A portion of today's session

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00:01:05.278 --> 00:01:21.658

Shannon Cullen: on the next slide. We just have some quick logistics these are our standard logistics for MCAS trainings. So, we're going to ask that you use the Q&A feature in your zoom to ask a question. We will have a set of time that we've set aside to answer questions aloud.

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00:01:21.658 --> 00:01:38.858

Shannon Cullen: There may be some questions that you have today that we're not able to answer today. If that's the case, we take them back. And we email out the Q&A afterwards. So please feel free to type your questions anytime into the Q&A. You're also able to thumbs up or upvote someone else's question.

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00:01:38.948 --> 00:01:44.128

Shannon Cullen: And if you have student-specific questions, we ask that you instead email, those to us MCAS@mass.gov.

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00:01:44.368 --> 00:01:54.268

Shannon Cullen: this session is being recorded. We'll be posting it in the MCAS Resource Center along with the slides in about a week and closed captioning is available if you'd like to use it.

8

00:01:55.078 --> 00:02:11.667

Shannon Cullen: And then just some notes about the slides. We have a pretty short slide deck this morning. They were emailed to you last night before the session. Britney is now going to post them in the chat, and then, after the session, we send the slides again to the participants and they will also be posted in the MCAS Resource Center

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00:02:12.478 --> 00:02:13.558

Shannon Cullen: next slide.

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00:02:14.158 --> 00:02:38.657

Shannon Cullen: So, we have a really short agenda for today. Like I said, we're going to devote most of this hour to reading through your questions providing answers to those questions, and you can request to also see additional demonstrations in the MCAS Portal, which we are happy to show on screen. We wanted to take just a couple minutes at the very top to talk through exports in the MCAS Portal. We've been getting a lot of questions about what reports are available for schools.

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00:02:38.658 --> 00:03:00.037

Shannon Cullen: and we've talked through the export students button on the Student Registration page which just exports all of your registered students and all of their accommodation and demographic information. But there are a few other exports that Abbie is going to demonstrate for us this morning that you may find useful during your test administration. So, we're just going to take a couple of minutes on that before we get to your questions.

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00:03:00.688 --> 00:03:08.437

Shannon Cullen: And with that I think I'm going to hand this over to Abbie to walk through the exports and then do a demonstration.

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00:03:12.878 --> 00:03:33.798

Abbie Currier: Thanks, Shannon, so we'll go ahead and start by giving sort of an overview of the exports that are available in the MCAS Portal. These could be found useful while tracking, preparation and completion of testing. So, we wanted to make sure we went over those with you today.

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00:03:34.358 --> 00:03:55.697

Abbie Currier: So, we do have 3 different reports that you can generate on the test scheduling page. The 1st is an export of test status. So, this is a CSV file that will list all students and their completion status by session for the school and test that you selected on the page.

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00:03:56.598 --> 00:04:20.107

Abbie Currier: The next is sort of a broader overview. So, it's an export of test status for all tests in that particular content area so very similar to the export test status. But this will include a CSV file listing every student and their completion status by test for all tests

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00:04:20.588 --> 00:04:23.388

Abbie Currier: in that particular content area.

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00:04:25.078 --> 00:04:42.437

Abbie Currier: The last export that we offer is an export of students not scheduled. So, this is a CSV file that will list every student that is currently not scheduled for the selected organization and test.

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00:04:42.688 --> 00:04:55.378

Abbie Currier: This is only available at the student level. I'm sorry at the school level. So, it'll be important to make sure that you're selecting a school from that dropdown

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00:04:55.498 --> 00:04:57.918

Abbie Currier: for those of you who may be DTCs.

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00:05:00.108 --> 00:05:09.838

Abbie Currier: So, with that, I'm going to log into the Portal as a demo DTC. So that I can show you what that looks like.

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00:05:14.868 --> 00:05:16.571

Abbie Currier: and we'll sign in.

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00:05:17.388 --> 00:05:21.377

Abbie Currier: And the 1st thing that we're going to click on is administration.

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00:05:22.668 --> 00:05:27.578

Abbie Currier: And then we're going to come over here to our test scheduling page.

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00:05:28.138 --> 00:05:31.907

Abbie Currier: And we're going to select the school.

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00:05:32.798 --> 00:05:41.735

Abbie Currier: the program. And again, the program is just sort of like a bucket for various grade spans. So, we're going to select high school.

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00:05:42.118 --> 00:06:07.678

Abbie Currier: I have a demo science test. So, I'll select science, and then I'll select my demo test here. And you can see, I have a couple of different classes that are scheduled to take this test. If we go in and we look at the view details, we can see that the student statuses have updated. So, we can see that the student is in progress in session. One

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00:06:08.196 --> 00:06:14.808

Abbie Currier: same with this student. And then this student has finished session one. And as has that student.

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00:06:15.418 --> 00:06:21.748

Abbie Currier: so that is exactly what we will see when we come over here to our exports link.

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00:06:22.048 --> 00:06:36.298

Abbie Currier: And when we click that we have 3 different options, the ones that we just went over. So, we'll start off with export test status. So, this is going to be for the test that I selected over here.

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00:06:36.538 --> 00:06:39.267

Abbie Currier: And I'll click export test status

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00:06:40.918 --> 00:06:55.528

Abbie Currier: and the file will automatically download to my computer. I use. Excel. So, this file opened in excel. I'm going to go ahead and expand all of my columns so that I can read them all.

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00:06:56.278 --> 00:07:03.107

Abbie Currier: and then you can see I've got the student information, the name of the test.

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00:07:03.698 --> 00:07:13.077

Abbie Currier: These are all of the classes that were included. So, it's not by class. It's all classes that are scheduled to take this test in this school

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00:07:13.318 --> 00:07:20.437

Abbie Currier: and the name of the schools right here, and then we provide the session name, whether it's session one or session 2.

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00:07:21.058 --> 00:07:27.438

Abbie Currier: If the student is in progress in a session, you'll see a date and time started

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00:07:27.538 --> 00:07:35.168

Abbie Currier: and no date time ended, and then you can see the status over here shows that the student is in progress

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00:07:35.278 --> 00:07:43.247

Abbie Currier: if they have not started. So, we have not started status. You'll see that these 2 are blank.

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00:07:43.598 --> 00:08:03.837

Abbie Currier: So just a couple of things to note how the status interacts with the date and time started and ended. Of course, if you see both of those finished, both of those fields completed, you'll notice that the status is set to finished.

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00:08:04.648 --> 00:08:11.667

Abbie Currier: So, this helps you have an overview of all of your classes that have been scheduled to take a particular test.

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00:08:12.818 --> 00:08:16.300

Abbie Currier: Now, the next export on the list

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00:08:17.608 --> 00:08:21.197

Abbie Currier: is export test status for all tests.

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00:08:21.748 --> 00:08:23.138

Abbie Currier: So

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00:08:23.148 --> 00:08:52.037

Abbie Currier: this is going to be all of the tests in a given content area. So, if this were ELA, for example, instead of having to select, you know. Grade 3 ELA, grade 4 ELA, grade 5 ELA. I would be able to click export test status for all tests. It's going to generate the same report as my export test status, but it will include all classes

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00:08:52.038 --> 00:08:57.327

Abbie Currier: for all tests in this school and content area.

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00:08:59.038 --> 00:09:09.878

Abbie Currier: So, I'll show you what this looks like, because it's a slightly different process, because these files can be so large when we're in spring testing.

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00:09:10.038 --> 00:09:25.918

Abbie Currier: it'll show you that the export was created. But give you a link to click to go to downloads. If you miss that link that's totally fine. You'll just come out here to your landing page and click on downloads.

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00:09:26.568 --> 00:09:45.908

Abbie Currier: So here you can see that I exported the test status for all tests. This is when I created the export. It succeeded, and I'll click download results and that'll download the CSV file to my

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00:09:46.488 --> 00:10:14.137

Abbie Currier: computer now, when I'm done downloading, because you know, you may be generating this report multiple times in a given administration you can select to archive reports that you no longer need. So, I'll show you what that looks like. I can see that I've already archived these 2 reports that I generated so that they're not cluttering up my list of generated reports.

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00:10:15.598 --> 00:10:34.887

Abbie Currier: If this takes a few minutes to generate. You can, you know. This may still say pending. For example, you can always click, refresh list, and that will update the status of the file and allow you to download the result when it becomes available to you.

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00:10:36.969 --> 00:10:44.348

Abbie Currier: Next, we're going to go back to administration, and we'll click on test scheduling again.

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00:10:44.948 --> 00:10:53.858

Abbie Currier: I'm going to make my org selection, my program selection and my content area selection again

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00:10:54.248 --> 00:10:56.408

Abbie Currier: and select my demo test.

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00:10:56.628 --> 00:11:20.737

Abbie Currier: The last export that I wanted to show you is the export of students not scheduled. So, these are students who have not been scheduled to take the demo biology test yet. So, if you need to identify the students that may not have been put into a class and scheduled to take the test, you'll click this export.

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00:11:21.768 --> 00:11:23.377

Abbie Currier: Open the file.

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00:11:24.148 --> 00:11:44.727

Abbie Currier: and it'll provide you with the student information as well as any class information. So, I can see that all of these students do not belong to a class right now and then it will give me the name of the test as well. So, all of these students need to be put into a class, and that class needs to be scheduled to take this test.

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00:11:48.448 --> 00:11:57.237

Abbie Currier: One other thing to note for DTCs. If, instead of selecting a school I select my district.

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00:11:58.544 --> 00:12:05.107

Abbie Currier: There's only one export that's available. But is it? Is the export test status for all tests.

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00:12:05.468 --> 00:12:20.768

Abbie Currier: This is going to give me the exact same level of information. But it's going to be across all of my organizations instead of school by school. So, I just wanted to point that out to you in case we have any DTCs on the call.

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00:12:22.068 --> 00:12:25.677

Abbie Currier: so we'll go back to the presentation slides now

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00:12:26.348 --> 00:12:42.078

Abbie Currier: and just recap what we just went over. So, the 1st step is going to be to log into the MCAS Portal click administration and select test scheduling. Then you will click on exports.

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00:12:42.308 --> 00:12:57.328

Abbie Currier: I'm sorry. 1st you'll use the dropdown menus, so you'll select your organization, your program, your content area, and the name of the test, and then you'll select exports and select the export from the dropdown menu.

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00:12:59.468 --> 00:13:02.307

Abbie Currier: and with that I'll turn it back over to Shannon.

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00:13:03.108 --> 00:13:04.758

Shannon Cullen: Thanks so much, Abbie.

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00:13:04.968 --> 00:13:21.674

Shannon Cullen: right before we get into the Q&A. If we go to the next slide, there's just a few additional resources that we wanted to share. And hopefully, these are not new to you. Most of these are located on the MCAS Resource Center, and it includes all of our Portal user guides.

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00:13:22.329 --> 00:13:42.558

Shannon Cullen: I want to call out the instructions for using materials management. This is a new feature this year that will help you track materials as they're shipped to your schools. And this guide was recently posted and then also recently posted, was the video demonstration on creating classes and scheduling tests but just wanted to call those out for you here.

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00:13:42.818 --> 00:13:55.297

Shannon Cullen: And with that I'm going to start looking at this Q&A, and I'm just going to start at the top here and work our way down. Abbie, the 1st question is, how do I print tickets for the upcoming test? Could you demonstrate that on screen.

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00:13:55.698 --> 00:14:16.958

Abbie Currier: Yes, absolutely. So. We'll go back to our test session to our test scheduling page and to print out the student logins. I'll select view details and student logins for the class I want to print logins for. So, I'll click that link.

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00:14:18.268 --> 00:14:39.957

Abbie Currier: And then I can just come here and either select all students in my class or I can opt to select individual students. So maybe only a few students showed up today. To take the test. I can just print out those students’ logins if I want to, or I can select all of my students.

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00:14:40.168 --> 00:14:42.558

Abbie Currier: I'll click export logins.

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00:14:43.688 --> 00:14:45.318

Abbie Currier: Select PDF.

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00:14:45.548 --> 00:15:02.568

Abbie Currier: we've got 3 different options per page. It's up to you which one you select. I'm going to go ahead and click on 8 logins per page. This allows 8 logins to be printed on each sheet of paper, and it provides guidelines for you to cut along using scissors.

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00:15:03.788 --> 00:15:09.168

Abbie Currier: I'll click on export. This will automatically download a PDF file.

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00:15:10.608 --> 00:15:38.078

Abbie Currier: And here, on this 1st page, or a couple of pages depending on how many students you have in your class, this is called the summary page. And this is going to be important for your test administrators to hang on to. It's going to provide them with the session access codes. They'll need to provide to students on the day of testing as well as a list of all the usernames and passwords for the students in this class.

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00:15:38.188 --> 00:15:55.907

Abbie Currier: It's also going to list any accommodations for those students that have been ordered for this test. And then, if we scroll down here, I've got a student login that I'll print out and then cut along these lines so that I can pass each of these out to students on the day of testing.

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00:15:59.008 --> 00:16:00.758

Shannon Cullen: Awesome. Thank you.

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00:16:01.058 --> 00:16:19.138

Shannon Cullen: Next question is about enrollment transfers. So, they're asking. Please clarify the process for enrolling and transferring students. We, as District test coordinators, were expecting to receive a notification when requests for transfers were made. They're asking if that is correct.

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00:16:22.088 --> 00:16:30.287

Abbie Currier: Yes, you should be receiving emails when you have a request to approve.

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00:16:33.038 --> 00:16:35.698

Shannon Cullen: And can you show them where they would approve those transfers.

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00:16:36.118 --> 00:16:40.908

Abbie Currier: Yes, absolutely. So. You'll go to enrollment Transfer.

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00:16:41.858 --> 00:16:58.808

Abbie Currier: and these are the list of requests made by other schools and districts, and you'll review each of these requests, and either approve the request, or reject the request.

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00:17:00.508 --> 00:17:06.798

Shannon Cullen: Great. Thank you. If that didn't cover your question, please feel free to clarify again in the Q&A

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00:17:07.708 --> 00:17:29.778

Shannon Cullen: next question, and I think I've seen a couple on this. Is there a way for proctors to monitor progress as students test in terms of question to question? So that is so. Question by question. Progress is not available in the MCAS Portal, as Abbie demonstrated. Earlier test coordinators and test administrators can go to the test scheduling page which she's clicking on now.

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00:17:29.778 --> 00:17:40.427

Shannon Cullen: and that will show you the test status. So, whether the student is not started in progress or finished, but in the MCAS Portal. We're not able to see, item by item, progress.

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00:17:40.765 --> 00:17:47.728

Shannon Cullen: We have received some feedback on this, and so just want to note that this is something we are considering and looking into for the future.

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00:17:49.308 --> 00:18:01.507

Shannon Cullen: Next question says, when I take these steps in the test scheduling tab, I do not see the students that I have placed in classes for next week's test. Are there any suggestions for troubleshooting

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00:18:05.378 --> 00:18:06.808

Shannon Cullen: Abbie or Kaylee.

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00:18:07.654 --> 00:18:14.607

Abbie Currier: So, if you've put students into a class, and you scheduled that class for the test.

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00:18:15.068 --> 00:18:18.900

Abbie Currier: and you're not seeing them listed here

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00:18:19.818 --> 00:18:27.498

Abbie Currier: there's a couple of different things that you might want to double check but it might.

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00:18:27.658 --> 00:18:30.407

Abbie Currier: It might be easier if you

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00:18:31.848 --> 00:18:36.348

Abbie Currier: contacted support, and we could look into that for you.

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00:18:37.548 --> 00:18:41.788

Abbie Currier: There, there's it's kind of hard to talk about it vaguely.

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00:18:42.318 --> 00:18:47.967

Shannon Cullen: Okay, thanks, Abbie. So, if you're experiencing that issue, you can contact the MCAS Service Center

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00:18:49.038 --> 00:19:07.628

Shannon Cullen: next question. I think the next couple of questions are about the reports and the exports that you just went through. Would it be possible to enhance the export students not scheduled to allow district level reports and exports. Okay, that is something that we will need to look into for the future. I appreciate the feedback

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00:19:08.988 --> 00:19:21.268

Shannon Cullen: when you try to run the export status for all tests. You must choose a test in the dropdowns. Will it really export all ELA tests if I click ELA03 for the test.

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00:19:23.458 --> 00:19:34.518

Abbie Currier: Yes, if you use export test status for all tests, it will provide you with the test status for all of the tests in this content area.

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00:19:37.118 --> 00:19:44.337

Abbie Currier: So, if they just wanted ELA, they should use the export test status. Thank you.

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00:19:46.068 --> 00:20:01.577

Shannon Cullen: All right, I see. The next question is regarding student registration errors. I received 2 student registration file errors when uploading for elementary. The 1st was an error for a calculation device on test, 5th grade science.

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00:20:01.758 --> 00:20:06.678

Shannon Cullen: and then the second error is for spell checker on grade 6 math.

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00:20:06.838 --> 00:20:14.188

Shannon Cullen: So, I think that the issue here would be that those accommodations are not available.

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00:20:14.938 --> 00:20:28.288

Shannon Cullen: If you look at the Student Registration Guide, it lists out which administrations and which tests. Each accommodation is available for, and the spell checker is listed as only available for

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00:20:28.568 --> 00:20:30.238

Shannon Cullen: the ELA tests

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00:20:30.988 --> 00:20:48.936

Shannon Cullen: with a note that it is automatically available to students taking science tests and does not need to be collected. And I think something similar for the calculation device says it's only available for the math tests. And so that would be why you're encountering the errors.

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00:20:49.958 --> 00:21:00.837

Shannon Cullen: I would definitely suggest looking through the Student Registration Guide and having that with you side by side, as you are completing student registration, because that will help avoid some of these errors.

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00:21:01.407 --> 00:21:10.677

Rob Pelychaty: Hi, this is Rob. I just wanted to add a little bit to that, because I've got a couple of calls from schools that had similar issues, and I think that

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00:21:11.008 --> 00:21:23.717

Rob Pelychaty: sometimes schools are uploading information from a third party, and it's populating some fields for them when they register students, and you have to be really careful, because, as Shannon mentioned.

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00:21:23.978 --> 00:21:39.327

Rob Pelychaty: accommodations are only available for certain tests, so if a student were to select. Somehow a calculator was selected for a particular test like the science. It is not okay for that field, because there isn't a calculator accommodation. So just have to double check that

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00:21:39.762 --> 00:21:44.027

Rob Pelychaty: and be careful of that process. If you're uploading data from a 3rd party.

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00:21:46.438 --> 00:21:48.537

Shannon Cullen: Thank you for clarifying Rob. Appreciate that.

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00:21:50.198 --> 00:21:58.447

Shannon Cullen: I've got another question related to the exports. So, this is saying to clarify, if I run export students not scheduled.

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00:21:58.558 --> 00:22:14.797

Shannon Cullen: This is related to the test selected in the dropdown, for example, February High School biology. And this means that if I have students taking physics, they will appear as not scheduled in biology. I would need to run a separate report for physics.

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00:22:15.518 --> 00:22:17.468

Shannon Cullen: Abbie, are you able to speak to that.

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00:22:17.468 --> 00:22:19.667

Abbie Currier: Yes, it's by test.

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00:22:20.678 --> 00:22:31.847

Abbie Currier: So, if you have students who are scheduled for biology and not physics, and you run the report on physics, they will show as not scheduled, and vice versa.

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00:22:33.738 --> 00:22:36.777

Shannon Cullen: Okay, thank you. I hope that answers the question.

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00:22:38.438 --> 00:22:50.118

Shannon Cullen: I see a question asking if schools can archive the uploads on the student registration tab. I think you showed us archiving on the downloads is archiving available on student registration.

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00:22:51.878 --> 00:22:56.308

Abbie Currier: No, it's currently not available on student registration.

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00:22:57.058 --> 00:22:57.938

Shannon Cullen: Thank you.

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00:22:58.768 --> 00:23:09.581

Shannon Cullen: I see another request for a demonstration. Asking to demonstrate how to mark student as absent or medically absent. So, if a student is just

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00:23:09.968 --> 00:23:31.217

Shannon Cullen: absent without medical documentation, and they won't be receiving the MED code. There is nowhere to mark that the student will automatically be marked absent if the test is not completed within the Portal. But, Abbie, could you show us where the test report codes are for voiding tests, and the medical absence.

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00:23:31.718 --> 00:23:50.398

Abbie Currier: Yes. So, in view details and student logins, we have a couple of different options. So, one is adding a test report code. So, at the test level. So maybe this particular student is not going to be taking biology. I'll click the plus sign.

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00:23:51.588 --> 00:24:05.498

Abbie Currier: I'll select the code that's appropriate to this student, whether it's a medical absence, a technical issue, or one of the void options. So, I'll just go with technical issues.

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00:24:05.688 --> 00:24:07.158

Abbie Currier: and click save.

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00:24:10.178 --> 00:24:22.297

Abbie Currier: And now, when I come back over here, I'll be able to see that I've already added a test report code for this particular test. TEC stands for technical issue.

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00:24:22.848 --> 00:24:42.287

Abbie Currier: Now we also have the ability to do this at the session level. So maybe the student took session one and finished it, and then something happened, and they weren't able to return and take session 2. I can come here and click session report code.

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00:24:43.038 --> 00:24:46.927

Abbie Currier: I have the same options listed here.

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00:24:47.218 --> 00:24:57.178

Abbie Currier: I can select. Maybe they're medically absent and then click, save, I'll get a success message and just click close.

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00:24:59.438 --> 00:25:00.698

Shannon Cullen: Great. Thank you.

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00:25:01.618 --> 00:25:18.927

Shannon Cullen: I see another question about absences asking if students do not show up for testing, do we need to unenroll them? The answer is, no, you do not need to unenroll them. If they are absent for testing, you can remove them from any classes that they have been assigned to, and they would automatically be marked absent.

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00:25:18.968 --> 00:25:39.588

Shannon Cullen: So, there we were talking about this yesterday. During yesterday's training. There are fewer tasks that schools need to take in the MCAS Portal compared to what they used to need to do in PearsonAccess Next. So, there's no need to mark the student test complete. There's no need to stop sessions, so if a student is absent, they can be removed from the class. But there are no additional steps that need to be taken in the Portal.

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00:25:42.058 --> 00:26:03.948

Shannon Cullen: I see another question about the registration file saying that the registration file I'm uploading today has the session name and all accommodations. I'm going to guess that you mean the class name we used to call them Sessions and PAN. Now they're called classes. Will all the class sessions be created automatically from the import file? Or do I have to create classes in a different way?

132

00:26:04.128 --> 00:26:22.768

Shannon Cullen: So, they will be created in your student registration import if you did not include class names in your student registration import. You can add them later by exporting and re-importing or manually. And I think, Abbie, you're about to click on the classes, tab, if you want to show them how they can do that.

133

00:26:24.018 --> 00:26:36.367

Abbie Currier: So, if you did not include class information in your student registration, you can come to the classes page and just click, create grade level class.

134

00:26:36.688 --> 00:26:52.618

Abbie Currier: This allows you to enter a class name. So, I'll put in BIOFEB, which is the test code. I'll put in my test administrator name, maybe the room number that they will be in, and then my org code.

135

00:26:54.438 --> 00:27:00.338

Abbie Currier: Then I'll select the grade of the class that needs to take this test.

136

00:27:00.558 --> 00:27:16.098

Abbie Currier: I will go ahead and go with grade 10. I'll select the students who need to be put into this class. You can select them individually, or you can click and drag your mouse down to select more than one, and then click, save.

137

00:27:17.640 --> 00:27:20.177

Abbie Currier: and then you'll see your new

138

00:27:20.698 --> 00:27:42.308

Abbie Currier: class created here. Now, once your classes are created. The next step is going to be to schedule those classes to take the test. So, you've created essentially proctoring groups, which is what classes really are, and then you'll come here to test scheduling, to schedule those classes, to take the test.

139

00:27:44.528 --> 00:27:59.727

Shannon Cullen: Thanks, Abbie. So just to go back to the original question. If you do include those class names in your student registration file, you do not need to take the steps that Abbie just took, but those steps are available to you. If you would prefer to create your classes manually.

140

00:28:01.493 --> 00:28:16.688

Shannon Cullen: The next question is asking; can we get the filters to stay the number of records per page anchor to page? We left off on sort class names. I am not sure I understand this, Abbie, do you have an idea what that's referring to?

141

00:28:17.628 --> 00:28:33.627

Abbie Currier: I'm assuming that they are referring to these selections. And that's something that we can certainly look into for the future. But you may see that when you return to this page you have to make your selections again.

142

00:28:34.808 --> 00:28:35.788

Shannon Cullen: Thanks, Abbie.

143

00:28:36.585 --> 00:28:48.968

Shannon Cullen: I see a question about marking the test report codes and who that is available to? And I think that is a question I'd like to come back to later. So, I'm going to pause on that for now.

144

00:28:50.001 --> 00:28:51.527

Shannon Cullen: Let's see.

145

00:28:54.318 --> 00:29:03.648

Shannon Cullen: I see another comment. Slash question. Zoom and font size issues with the demo site and pull downs. Not working. I think

146

00:29:03.988 --> 00:29:26.398

Shannon Cullen: I’d like to hear some more from you on. What you're stating is the issue when you say, Demo site, are you referring to the MCAS training site? Are you referring to? Something in the Student Kiosk so if you could, please clarify your issues, and you can either put them in the Q&A. Or send us an email. We would definitely want to look into those more thoroughly.

147

00:29:30.518 --> 00:29:54.618

Shannon Cullen: All right. Question, how is small group test administration indicated in the registration file? So, I'm interpreting this as if you have a group of students who are testing in a small group based on their accommodations. And so classes are groups of students that test together. And so, you could in the registration file.

148

00:29:54.998 --> 00:30:15.618

Shannon Cullen: give that group of students a different class name. We do typically recommend that you wait until about 2 weeks before testing to assign your students to classes because it makes less work for you. If students need to change around, or if you're reassigning rooms, if you import all that information during the initial window.

149

00:30:15.778 --> 00:30:23.138

Shannon Cullen: and then need to change it later. It can create extra work. But you would be able to assign those students to a different class in the Portal.

150

00:30:26.488 --> 00:30:46.448

Shannon Cullen: Do we have training and guidance for proctors? What does a proctor screen look like on the day of testing. So, this is something we demonstrated yesterday and on Tuesday, during our training sessions on test administration protocols and security information, there were some slides that we included.

151

00:30:46.518 --> 00:31:04.237

Shannon Cullen: that we said that you could share with your test administrators as well as a brief demonstration of what the screen would look like for test administrators. Essentially, it will look very similar to Abbie's screen, but they will have fewer controls. Abbie, do you want to quickly walk through what test administrators can do in the Portal.

152

00:31:07.558 --> 00:31:09.617

Abbie Currier: Sure, that's no problem.

153

00:31:10.407 --> 00:31:15.728

Abbie Currier: I can actually log out and just log in as a demo DTC.

154

00:31:17.838 --> 00:31:19.067

Shannon Cullen: Oh, great! Thank you.

155

00:31:21.088 --> 00:31:24.278

Abbie Currier: Or I'm sorry as a demo test administrator.

156

00:31:29.208 --> 00:31:35.647

Abbie Currier: So, test, administrators will come in and click on administration.

157

00:31:37.298 --> 00:32:05.598

Abbie Currier: They will have the proctor password available for them here in case they need that while students are testing, and it's right here on the home page, they do have access to the students and classes tabs, but they can only view students and view classes. They cannot create anything, they cannot edit anything, they can only view. So, the vast majority of their tasks are going to be here on the test scheduling page.

158

00:32:06.288 --> 00:32:13.638

Abbie Currier: I'll select the program content area and the test.

159

00:32:14.298 --> 00:32:23.438

Abbie Currier: And I'll be able to see. Okay, so here is my class that it has been scheduled to take the biology test.

160

00:32:24.938 --> 00:32:44.217

Abbie Currier: I can come in and view details. So, this is how I would see how my students are progressing through the test. This is also where I could go to export my student logins. So, selecting students and clicking export logins and walking through that set of steps.

161

00:32:45.147 --> 00:32:58.988

Abbie Currier: This is also where I would go to verify that the correct form has been ordered for a student. Particularly if we're talking about like screen reader, human signer, etc.

162

00:33:02.828 --> 00:33:07.467

Abbie Currier: Any other questions about what test administrators can see.

163

00:33:08.959 --> 00:33:11.017

Shannon Cullen: Not right now, thanks, Abbie.

164

00:33:11.768 --> 00:33:13.848

Shannon Cullen: Next question is.

165

00:33:13.888 --> 00:33:41.958

Shannon Cullen: where do students enter the access codes which Abbie was just displaying on screen? So, students will enter these in the MCAS Student Kiosk as they are logging into their test. There is a place in the scripts in the test administrator manuals where the test administrators will read aloud to the students. Now you will see a screen asking for your session access code and enter it in. So that is included right in the scripts when they will see that on their screens.

166

00:33:44.308 --> 00:33:45.528

Shannon Cullen: Let's see.

167

00:33:45.757 --> 00:33:59.387

Shannon Cullen: Would it be possible for you to show us how test administrators would monitor testing and check accommodations prior to starting the test. I think, Abbie, that's what you just saw. Did you also pull up the summary sheet.

168

00:34:00.518 --> 00:34:07.458

Abbie Currier: Oh, I can do that again. We can select the students, click, export logins.

169

00:34:10.298 --> 00:34:40.018

Abbie Currier: click export. And oh, I actually already have it pulled up. So here on this 1st page, is the summary sheet that the test administrator will hang on to. It's going to provide them with all the access codes for the test that they will write up on the board for students. You! This is not. They're not going to write both access codes up on the board at the same time. If the students are taking session one that day, they'll write the access code for session one.

170

00:34:40.148 --> 00:34:45.778

Abbie Currier: If the students are taking session 2. They'll write the access code for session 2.

171

00:34:46.758 --> 00:34:56.268

Abbie Currier: This is also where they'll see a sort of a master list of all the usernames and passwords for the students included in this PDF.

172

00:34:56.468 --> 00:35:01.408

Abbie Currier: And this is also where they can view the accommodations that have been ordered for students.

173

00:35:02.808 --> 00:35:04.997

Shannon Cullen: Great thanks so much for showing that again.

174

00:35:07.042 --> 00:35:25.903

Shannon Cullen: Next question is back to the exports. So, when I download my students, not scheduled, file the whole grade 10 enrollment is listed with grade status as 10, but they all took the test in Grade 9, except that they do have a small group that will be testing

175

00:35:27.738 --> 00:35:35.567

Shannon Cullen: the export students not scheduled will only show students …. Can you clarify who is in that report? Maybe that would help answer this question.

176

00:35:37.958 --> 00:35:39.158

Abbie Currier: You're asking me.

177

00:35:39.158 --> 00:35:40.238

Shannon Cullen: Yes. Sorry.

178

00:35:41.108 --> 00:35:50.105

Abbie Currier: So, the export of test session of schools, one.

179

00:35:51.158 --> 00:36:10.347

Abbie Currier: The export of students not scheduled, is just regarding information that's in the Portal right? So, these are students that are in the Portal that have not been scheduled to this test in the Portal, so they may have taken the test some other time

180

00:36:10.538 --> 00:36:23.057

Abbie Currier: in another year, or what have you? But if they haven't been scheduled to take this test in this Portal, they'll be appearing on the exports of students not scheduled.

181

00:36:24.448 --> 00:36:40.997

Shannon Cullen: Thanks, Abbie, so I think that helped me connect the dots a little bit. So, if those students are not participating in the test, then they would be on the export students, not scheduled because you've not scheduled from that for them. Excuse me not scheduled them for that test, since they won't be participating.

182

00:36:41.448 --> 00:36:42.008

Abbie Currier: 8.

183

00:36:44.638 --> 00:36:50.707

Shannon Cullen: All right. Next question in the guide to scheduling tests and printing student logins. It references

184

00:36:50.938 --> 00:37:10.288

Shannon Cullen: one of the things you should see on the scheduled test details. Page is the form assigned to the student, including human. Read aloud. When I look at this, it says to it, says, basically BIOFEB form one. Should this say something different, is there? If there is a read aloud.

185

00:37:12.048 --> 00:37:22.917

Abbie Currier: So not if there's a read aloud, so form one is also the read aloud, form, because the read, are we talking about human read aloud, or text to speech.

186

00:37:22.918 --> 00:37:24.068

Shannon Cullen: Human, read aloud.

187

00:37:24.298 --> 00:37:43.887

Abbie Currier: Okay, so human, read aloud, yes, if the student has the human read aloud, accommodation. I believe that the correct workflow is to put them into their own class and schedule that class to take the test, and yes, their form name should say something like

188

00:37:44.528 --> 00:37:51.857

Abbie Currier: biology, human read aloud, I can't remember exactly what the form name is.

189

00:37:52.598 --> 00:38:03.358

Shannon Cullen: Thanks, Abbie. So, if you've scheduled students for a human, read aloud, and you're not seeing that form name, I'd suggest calling the MCAS Service Center to try to troubleshoot. That issue.

190

00:38:04.538 --> 00:38:08.287

Abbie Currier: One thing to remember is that the accommodations are by test.

191

00:38:08.518 --> 00:38:34.468

Abbie Currier: So, when you are adding accommodations for a student, make sure that you're adding them to the appropriate test that they're going to be scheduled for. If you add a human, read aloud accommodation on the biology test, and then you schedule them to take the physics test. They're not going to get assigned that form, because for physics they don't have a human read aloud accommodation. I hope that helps.

192

00:38:35.018 --> 00:38:37.228

Shannon Cullen: Yeah, thanks for that extra clarification.

193

00:38:38.458 --> 00:38:44.507

Shannon Cullen: I see a couple of questions here about starting the tests and how that works. And so, I just want to clarify

194

00:38:44.678 --> 00:39:02.917

Shannon Cullen: in PearsonAccess Next test coordinators and test administrators had a little button on each session page that they had to click that said start that you would have to do on the morning of the test, on test day. That does not exist in the MCAS Portal. It's a step that you do not need to take. So, after you've scheduled the tests

195

00:39:02.928 --> 00:39:18.717

Shannon Cullen: and printed the student logins on the morning of testing, you just need to hand out those logins to students and follow the directions to have them log into the test. So, there is no, there are no steps in the Portal to start the test that you would need to take on testing day.

196

00:39:25.078 --> 00:39:39.717

Shannon Cullen: Okay, I see another question. This is about an export. But on the students page they're saying on the students page when I click export. What information is supposed to show up?

197

00:39:39.828 --> 00:39:45.237

Shannon Cullen: Should this show all of the accommodations that have been manually entered?

198

00:39:45.918 --> 00:39:50.267

Shannon Cullen: Abbie, if you could clarify what that export is for, and what it should contain.

199

00:39:51.008 --> 00:40:07.888

Abbie Currier: So, the export on the students page is only going to provide you with a list of students and their demographic information, such as their name, their state student Id and their grade. It will not list out all of their accommodations

200

00:40:07.908 --> 00:40:26.837

Abbie Currier: because the accommodations are all by test code. So, every test basically needs its own record. So, a student may be in there multiple times. So, this is more of a roster of all the students that you have loaded into the Portal for this particular organization rather than

201

00:40:27.068 --> 00:40:41.577

Abbie Currier: an export of the students and their accommodations. If you need an export of students and their accommodations. You'll use the student registration export to export all of that information for the student.

202

00:40:43.348 --> 00:40:44.628

Shannon Cullen: Great. Thank you.

203

00:40:45.358 --> 00:41:00.798

Shannon Cullen: I see another question about student registration. They're saying that they're encountering an issue with every student in their school code. And do we have any suggestions? My guess here is it probably has something to do with leading Zeros. Would you agree.

204

00:41:01.618 --> 00:41:02.658

Abbie Currier: Probably.

205

00:41:03.528 --> 00:41:24.592

Shannon Cullen: So, the school code needs to be an 8-digit code, and if it has a leading 0, you'll need to make sure that that is included in the CSV file. There were some steps that Abbie demonstrated in our overview of student registration training. On how to fix that issue.

206

00:41:25.148 --> 00:41:30.928

Shannon Cullen: Abbie, I'm not sure if that's like something we quickly demonstrate now, or if we should refer them back to that video.

207

00:41:31.818 --> 00:41:32.993

Abbie Currier: So

208

00:41:34.738 --> 00:41:43.587

Abbie Currier: I can show you using a another column, because it's essentially it's the same. You'll highlight the school code column.

209

00:41:43.758 --> 00:41:47.957

Abbie Currier: You'll find the format cells option.

210

00:41:48.378 --> 00:41:58.617

Abbie Currier: You'll click on custom, and you'll type 8 zeros, and then you'll click Ok.

211

00:41:58.748 --> 00:42:09.478

Abbie Currier: and that will ensure that all of the numbers in this column are 8 digits long. So, if you have I don't know. Maybe only 4

212

00:42:09.778 --> 00:42:18.078

Abbie Currier: digits in your school code or something along those lines. It will add the leading zeros to ensure that all of those numbers are 8 digits long.

213

00:42:21.718 --> 00:42:22.658

Shannon Cullen: Thank you.

214

00:42:24.438 --> 00:42:28.162

Shannon Cullen: Next question, I see, is about students that

215

00:42:28.758 --> 00:42:52.287

Shannon Cullen: were participating but then choose not to participate. So, if you registered a student for February science, and now they will not be participating. All you would need to do is remove that student from the class that they were assigned to. There's no need to mark them as absent. There is no way to mark them as absent. If it's not medical in the Portal so all you need to do is remove the student from the class they're assigned to.

216

00:42:58.090 --> 00:43:03.438

Shannon Cullen: Okay, I'm looking for. Sorry. I think we've already answered some of these questions.

217

00:43:12.268 --> 00:43:25.558

Shannon Cullen: Okay, when you showed how to set up the classes and schedule them, you can only schedule them after a specified date, for example. I tried to do it yesterday for spring test. But you can't do that until a certain date, and that's correct.

218

00:43:25.558 --> 00:43:44.688

Shannon Cullen: So scheduling tests becomes available for each administration about one week prior to test day. Those dates are in the statewide testing schedule, so you will not be able to schedule your classes until one week before testing until the dates that are specified in the schedule. So please take a look through those.

219

00:43:52.518 --> 00:44:08.428

Shannon Cullen: How do I make sure my test? Administrators have their login information. So, I think I'm not sure. I'm assuming that you mean test administrators sign in information for the MCAS Portal and not student logins.

220

00:44:08.558 --> 00:44:22.378

Shannon Cullen: So as the school test coordinator, you have the ability to update and edit and create user accounts. Abbie, do you want to talk a little bit about the user page.

221

00:44:22.858 --> 00:44:23.258

Abbie Currier: Sure.

222

00:44:24.192 --> 00:44:47.548

Abbie Currier: So, I did that without walking through it. So, I clicked on the DESE logo to come back to this landing page and get out of administration, and I'll click on users. This will list all of the all of the users that are in your organization. I can come here and select, choose a role. So maybe I want to review all of my test administrators

223

00:44:47.588 --> 00:45:07.287

Abbie Currier: and make sure that I have them all loaded into the system. Now, if I need to create a new user, I can click, create new user, I'll enter in an appropriate username. I believe DESE recommends that it also be the

224

00:45:07.288 --> 00:45:29.217

Abbie Currier: users email address. You'll enter in their name. And then this email address right here will be extremely important, because this is where we're going to be emailing them. Anything, any notifications from the system, including their username and password information. So, make sure that email is entered correctly.

225

00:45:29.858 --> 00:45:45.888

Abbie Currier: You'll then select the organization that this user belongs to. Maybe they belong to 2 different schools in the district. Maybe they belong to one but that's up to you, and then you'll include what

226

00:45:45.968 --> 00:46:14.098

Abbie Currier: programs they need to have access to. So, if this test administrator is only working at a high school and will be administering the high school test. You can just select that one program if you want to also provide them access to 3 through 8. Maybe it's a middle school slash high school, and they may need to also administer middle school grade level tests. You can give them access to both programs.

227

00:46:14.513 --> 00:46:33.218

Abbie Currier: But once you've created your users account, they will appear here. They will also receive 2 emails from the Portal. The 1st email is going to have their username. And the second email is going to have their temporary password to get into the Portal.

228

00:46:33.218 --> 00:46:44.227

Abbie Currier: Now, from that point forward, if a test administrator comes to you and says, hey, I don't have an account. You look and see that they do have an account in the system.

229

00:46:44.668 --> 00:46:57.967

Abbie Currier: either. Ask them to check their email, or sometimes it winds up in a junk or spam folder instead of their inbox. But you can also provide them with their username.

230

00:46:58.338 --> 00:47:15.728

Abbie Currier: whatever that username may be. And when they come here to the sign in page, they'll come to the Portal they'll click login, and there's a forgot password link here. It just asks them to input their username, and it will automatically send

231

00:47:15.728 --> 00:47:29.358

Abbie Currier: another email to their account. That has a reset password link, and they can go in and reset their password that way. So that's how you would make sure that everybody's got their sign-in information.

232

00:47:30.798 --> 00:47:32.348

Shannon Cullen: Great. Thank you

233

00:47:33.008 --> 00:47:53.907

Shannon Cullen: on the topic of sign in information. But now, moving to student logins, the question is, does the access code eliminate the need for student logins, and the answer is, no. So, Abbie demonstrated before how to print your student logins. They each have. Each student will have their own username and password that they will use to log into the test.

234

00:47:53.908 --> 00:48:11.167

Shannon Cullen: The session access code is an additional security measure. The same code will be used for the whole class, and there's a different one for each session. And so, it's another code that students need to enter in addition to their username and their password in order to enter into the test.

235

00:48:13.688 --> 00:48:25.977

Abbie Currier: Right just to the way that I remember it is their username and password gets them into the correct test. But to get into the correct session. They need to have the access code.

236

00:48:27.268 --> 00:48:28.887

Shannon Cullen: Thanks for that clarification.

237

00:48:31.008 --> 00:48:42.158

Shannon Cullen: Next question, when a proctor logs in, do they need to choose from a list of classes? Do I have to manually assign certain classes to certain proctors so that they can see the one

238

00:48:42.438 --> 00:48:44.997

Shannon Cullen: that's their specific session.

239

00:48:46.518 --> 00:48:53.157

Abbie Currier: No, you do not. So, the test administrators are. Their account in the Portal is not

240

00:48:54.008 --> 00:49:04.167

Abbie Currier: tied to a specific class. So as a test administrator. You'll be able to log in and see all of the classes that are available in your school.

241

00:49:05.068 --> 00:49:18.368

Abbie Currier: so that way they can come in and print out whatever class has their name on it. That's why, including the test administrator’s name here is pretty important, so that they know what classes have been assigned to them.

242

00:49:20.818 --> 00:49:27.738

Shannon Cullen: Thanks, Abbie. And that's also why we have certain naming conventions that are recommendations for class names.

243

00:49:28.268 --> 00:49:34.838

Shannon Cullen: So, we do recommend that you include the test administrator, name and location so like

244

00:49:35.168 --> 00:49:43.777

Shannon Cullen: Jones room 2, 0 2, so that it's easier for the test administrators to find the class that they are administering on that day.

245

00:49:46.108 --> 00:50:07.217

Shannon Cullen: Next question, do we need to lock and unlock the tests like before? So, the test sessions do not need to be unlocked for the whole class. Like they were done in Pearson Access Next. Nor do the tests need to be locked at the end of the day, like they needed to be done in Pearson Access Next.

246

00:50:07.818 --> 00:50:22.418

Shannon Cullen: there are some situations where a student, the questions a student has already answered may automatically lock. If they are removed from the test. Abbie, are you able to speak to that a little bit.

247

00:50:24.198 --> 00:50:32.168

Abbie Currier: Right. So, if a student needs to be able to get back into a test and have their

248

00:50:32.768 --> 00:50:38.358

Abbie Currier: previously answered items made available to them again.

249

00:50:39.308 --> 00:50:46.898

Abbie Currier: There will be an unlock option. So maybe the student.

250

00:50:47.668 --> 00:51:03.108

Abbie Currier: Maybe the student took the 1st couple of questions and had to go. I don't know to the nurse or something like that, and they were gone for longer than 60 min. When they get back in, they're going to need to log in with their username and password to get into the correct test.

251

00:51:03.108 --> 00:51:22.567

Abbie Currier: the session access code to get into the correct session, and then the proctor will have to enter a proctor password on that student's device in order to get them back in. But if the student needs to be able to revisit any of the items they had previously answered. There will be an unlock

252

00:51:22.568 --> 00:51:31.388

Abbie Currier: option available, so that here in the Portal, so that those items can be unlocked. Now, if you have a student

253

00:51:31.778 --> 00:51:52.898

Abbie Currier: who, let's say that they started session one, and then I don't know. Somehow, they turned in the test without really intending to turn into the test, to turn in the test. That's where this reactivate link is going to come into play so that they can. You can basically turn back on that

254

00:51:53.408 --> 00:51:58.608

Abbie Currier: that session access code for that student in their test.

255

00:52:00.428 --> 00:52:05.358

Abbie Currier: Do you want me to talk about sections? Or do you feel like that might be overkill Shannon.

256

00:52:05.618 --> 00:52:08.007

Shannon Cullen: That's not needed for the February science.

257

00:52:08.118 --> 00:52:09.917

Shannon Cullen: something that we'll cover for the spring.

258

00:52:10.551 --> 00:52:34.918

Shannon Cullen: So just to clarify. Abbie just covered 2 different situations. So, she talked about reactivating a test which is what's needed, if a student submits accidentally. And this was something you could do in PearsonAccess Next and was restricted to only district test coordinators. And it's what we used to call undoing a test submission or unsubmitting a test. It's now this reactivate button to let the student back in

259

00:52:35.618 --> 00:52:41.207

Shannon Cullen: the other piece. That she was talking about is in certain situations.

260

00:52:43.388 --> 00:53:01.578

Shannon Cullen: test questions that a student has already, answered May Lock. If they leave the test and come back to it later. This is a security measure, so they're not going in much later to go back. And you know, edit questions and test coordinators would be able to unlock those questions on this page if needed.

261

00:53:03.308 --> 00:53:24.138

Shannon Cullen: All right. I know we only have a few minutes left. I see a question here about accommodations, Rob. If you're still with us that I can read aloud, and it's asking if someone is a human, read aloud, and a human scribe, does that person also log in and type the response on their login and submit their test?

262

00:53:24.258 --> 00:53:32.627

Shannon Cullen: I created a human scribe Login for this person, and they are in the class with the student. I need to know where to scribe the responses.

263

00:53:32.628 --> 00:53:33.088

Rob Pelychaty: Sure.

264

00:53:33.088 --> 00:53:36.068

Shannon Cullen: They use the students computer? Or do they use their own computer?

265

00:53:36.068 --> 00:53:44.617

Rob Pelychaty: Yeah. And this is a question I do get a lot. So, when you're providing a scribe for a student that's taking computer-based tests. The answers have to be

266

00:53:45.149 --> 00:53:49.978

Rob Pelychaty: included in the student’s test. So, the students test. The answers have to be recorded.

267

00:53:50.428 --> 00:53:59.608

Rob Pelychaty: There's a couple ways to do this typically, probably the easiest way would be to sit next to the student and access the students, hands and type the response in the students’ test.

268

00:54:00.038 --> 00:54:27.198

Rob Pelychaty: You know, sometimes those responses could be written down somewhere else and transcribed into the student’s test. But typically, you want to basically be next to the student. And you want to type the response for that student in their test at the same time, that would probably be the quickest and easiest way to do it, and the most appropriate way to ensure the answers get recorded for that student. There are situations where answers have to be recorded on a large sheet of paper, or something of that nature, so the student could see it

269

00:54:27.478 --> 00:54:29.427

Rob Pelychaty: before entering into the student’s test.

270

00:54:29.678 --> 00:54:39.787

Rob Pelychaty: But for the student with the human read aloud, it would be recommended that you would read off the student’s test, and then you'd record those responses as directed, and there is a guide for

271

00:54:39.898 --> 00:54:45.898

Rob Pelychaty: providing the human read aloud accommodation and some instructions for that in the accessibility and accommodations manual.

272

00:54:47.278 --> 00:55:14.228

Shannon Cullen: Thanks so much, Rob. I see one other question about accommodations here, about EL accommodations, and where to put them on the spreadsheet, so I'm not 100 percent sure which spreadsheet you're referring to. If you're referring to student registration. Then you would want to refer to the Student Registration Guide to indicate which column those accommodations should go in. Is there anything else in terms of EL accommodations, Rob?

273

00:55:15.268 --> 00:55:17.828

Shannon Cullen: That they should know about where to indicate them?

274

00:55:17.828 --> 00:55:37.948

Rob Pelychaty: Tend to get is that sometimes schools and I understand where individuals will think that the EL accommodations are recorded separately. Somehow, there's a different like notation for the student registration files. For example, if there's a text-to-speech for English learning, student or text speech for a student with disability for the math test.

275

00:55:38.058 --> 00:55:39.908

Rob Pelychaty: It is still the same field.

276

00:55:40.078 --> 00:55:47.227

Rob Pelychaty: So, on the Student Registration Guide, you'll see those accommodation fields, or for a specific test form.

277

00:55:47.368 --> 00:55:50.867

Rob Pelychaty: and several accommodations will line up to that SR

278

00:55:51.168 --> 00:55:55.017

Rob Pelychaty: Field. So, if this English learner is getting text to speech

279

00:55:55.148 --> 00:55:58.158

Rob Pelychaty: and still with the disability is getting text speech for the math test.

280

00:55:58.488 --> 00:56:02.808

Rob Pelychaty: It is still the same code on the Student Registration Guide

281

00:56:03.458 --> 00:56:05.038

Rob Pelychaty: or save value if you will.

282

00:56:05.428 --> 00:56:06.858

Rob Pelychaty: Does that make sense? Shannon?

283

00:56:06.858 --> 00:56:07.907

Shannon Cullen: Yep, thank you.

284

00:56:09.708 --> 00:56:24.867

Shannon Cullen: I see a question about student breaks asking if a student needs to use the bathroom or is approved for short breaks. Do they need to sign out of the test so new for the MCAS Student Kiosk? There is the ability for a student to pause their test.

285

00:56:24.868 --> 00:56:48.707

Shannon Cullen: There's a button at the bottom that says, pause, slash, exit, and then there will be prompted to pause, and that pause starts a 60 min countdown timer. So, there are instructions in the test administrator manuals about when students should use the pause button. I believe it's in the script, for when test administrators send students to the restroom, but they can pause the test and not sign out of the test.

286

00:56:50.528 --> 00:57:12.068

Shannon Cullen: I see another question asking if there's a document that runs through how to troubleshoot common technology issues that may occur during testing. So, there are appendices in each of the manuals that outline the common technology issues and the error codes that may pop up on student devices as well as next steps for how to troubleshoot them. I'm sorry I can't remember

287

00:57:12.068 --> 00:57:26.998

Shannon Cullen: which letter of the appendices for each document right now. But I would suggest pulling up the Principals Administration Manual as well as the computer-based Test Administrator's Manual, and take a look at the appendices, because there are troubleshooting instructions at the end of each of those documents

288

00:57:28.758 --> 00:57:51.988

Shannon Cullen: Before we wrap things up today I do have late breaking news for you. All that the student tutorial and the accommodated practice tests are now available on the MCAS Resource Center for February science. The February science accommodated practice tests. So, if you want to take a look today, those resources are now available to you.

289

00:57:57.137 --> 00:58:22.598

Shannon Cullen: I have a question about which page in the PAM shows the non-calculator sessions of the math test. I apologize. I don't have it open in front of me, but I can include that when we send out the Q&A. So, there is a section in the Principal’s Administration Manual, I believe it's in the Test Administrators Manual as well, that shows what is required for each session of each test in terms of tools and references. But we can respond to that in the Q&A.

290

00:58:25.248 --> 00:58:47.448

Shannon Cullen: And I think that is it, for today I see we have a couple of other things here that we'll need to look into a little bit further, but want to say thank you all for joining us this morning for taking the time out of your busy day. I hope you feel better prepared for February science next week. We are available here at DESE. If you have additional questions

291

00:58:47.448 --> 00:59:03.548

Shannon Cullen: Also, please feel free to contact the MCAS Service Center. If you have questions on logistics and technology and maneuvering through the MCAS Portal. I really hope that your test administrations run smoothly next week, and I hope you have a great rest of your Friday and a fabulous weekend. Thank you. Everyone.