**Transcript**

**MCAS Portal Tasks Before and After Testing Office Hours**

**March 28, 2025**

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

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00:00:02.247 --> 00:00:28.057

Shannon Cullen: Today we are holding office hours on MCAS Portal tasks for during and after testing. So, as we've reached the Friday of the 1st week of spring testing, I really hope that testing has gone smoothly for you this week. But we are going to spend the majority of today answering any questions that you may have. As things have come up this week during testing questions that you may have about the portal and tasks to do after testing

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00:00:28.934 --> 00:00:37.257

Shannon Cullen: and we do have a little bit of information to share with you before we get to the Q&A. So, if we go on to the next slide.

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00:00:37.717 --> 00:01:05.046

Shannon Cullen: my name is Shannon Cullen. I'm the MCAS Test Administration Coordinator here at DESE. You will also hear from Abbie Currier today who is the eMetric senior project manager. There are a bunch of other people on the call with us this morning from DESE, from Cognia, and from eMetric, all of whom may contribute to the answers to the questions that you have. So, you may also be hearing from some other folks this morning and thank you to everybody who's joined us on this call.

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00:01:06.107 --> 00:01:20.814

Shannon Cullen: Before we get started, we have a few logistics to share. So, as you have questions today, we ask that you use the Q&A feature in the zoom toolbar down the bottom of your screen. We have some time set aside.

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00:01:22.457 --> 00:01:40.116

Shannon Cullen: to answer your questions. Today. We're going to try to answer as many questions as we can. There may be questions that come in that we need to take back and consult with other colleagues before providing an answer, and so we will provide, be providing a Q&A that's sent out to everyone within about a week after today's presentation.

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00:01:40.757 --> 00:01:56.246

Shannon Cullen: Also want to note that if you see somebody else that has your same question. There's a thumbs up icon, so that you can upvote that question instead of repeating the question in the Q&A. And, as always, if you have really student specific questions, please Instead, email those questions to mcas@mass.gov.

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00:01:57.267 --> 00:02:09.727

Shannon Cullen: we're recording today's session. It's going to be posted within the next week to the MCAS Resource Center along with the slides. Alicia also just shared the slides in the chat for you. Closed captioning is available if you'd like to use it.

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00:02:09.977 --> 00:02:22.866

Shannon Cullen: And please be advised that DESE does not authorize attendees to record or use AI transcription tools during these webinars and does not endorse any unauthorized transcripts created by 3rd parties of its meetings.

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00:02:24.147 --> 00:02:37.576

Shannon Cullen: Just a couple more notes about the slides. They were emailed to you prior to the session. They are now posted in the chat. If you're still not able to access the slides, please ask for them in the Q&A, and then we'll also be posting them to the resource center after the session.

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00:02:38.587 --> 00:02:51.997

Shannon Cullen: And so, let's look at today's agenda on the next slide. So, I'm going to start with just a few slides on sharing some resources that are available to you. Hopefully, a reminder of the resources that are available.

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00:02:52.127 --> 00:03:05.246

Shannon Cullen: We've had a few common questions come in this week about testing. And so, we wanted to take a moment to walk through those common questions that we're seeing and their answers. And then the remainder of the hour this morning

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00:03:05.417 --> 00:03:17.237

Shannon Cullen: will be a Q&A for you. So, if there are demonstrations that you'd like to see done in the portal, if you have additional questions that'll be your chance to ask in the Q&A. And we're here to respond as best we can.

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00:03:18.357 --> 00:03:22.152

Shannon Cullen: So, let's take a few moments to go through the resources.

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00:03:22.897 --> 00:03:47.447

Shannon Cullen: We go to the next slide. We have a number of resources here on the MCAS Portal. These are all posted on the resource center. I'm not going to read through all of these, but please know that they're here and available to you. I want to call out in particular, the Guide to Scheduling Tests and Printing student logins. The Additional Tasks on the Test Scheduling Page, and Instructions for Unlocking Test Questions in the Kiosk

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00:03:47.627 --> 00:03:52.956

Shannon Cullen: may be of particular interest to you during this time. During testing.

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00:03:53.727 --> 00:04:06.256

Shannon Cullen: and then on the next slide, we have some resources that include recordings and modules, recordings of previous training. Sessions are posted at the link here

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00:04:06.867 --> 00:04:08.836

Shannon Cullen: and then on the next slide.

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00:04:09.407 --> 00:04:23.707

Shannon Cullen: we have some resources specific to technology coordinators, including the technology guidelines and the guide to installing the Kiosk and conducting site. Readiness as well as some technology focused webinars that we've held previously this school year.

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00:04:24.827 --> 00:04:50.977

Shannon Cullen: and then on the next slide. We have resources on the DESE website, and these include the test administration manuals as well as sample materials. The statewide testing schedule, the accessibility and accommodations, manual and a link to our previous student assessment updates. We've also included the link to subscribe to the updates. If you don't already, I really hope that you do. It's where we share information bi-weekly about the MCAS program

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00:04:51.057 --> 00:05:04.306

Shannon Cullen: and also wanted to highlight here. The March 27th special edition update that went out yesterday, which includes some information on frequently asked questions that we've been getting in regard to spring testing this year.

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00:05:05.477 --> 00:05:18.477

Shannon Cullen: And so, with that, we're going to move over to some frequently asked questions. And so, you may recognize some of these topics from the special edition update that went out yesterday. But I will turn it over to Abbie to talk through these

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00:05:20.987 --> 00:05:36.197

Abbie Currier: Great. Thank you so much, Shannon. So, the first thing we wanted to cover today is there is a checkbox. When you go to schedule, a class to take a test that says, use digital proctoring.

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00:05:36.297 --> 00:06:03.796

Abbie Currier: and we don't want you to check that checkbox. This is for remote testing. And so, if you try to use this for in-person testing, it can result in technology issues and delays during testing to double check and see if this has been selected for any of your classes. You'll just need to go into the Portal into test scheduling and view details and student logins.

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00:06:03.797 --> 00:06:07.986

Abbie Currier: You'll see an edit button, and I'll show you all of this in just a moment.

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00:06:08.207 --> 00:06:32.196

Abbie Currier: and you'll just want to verify that use digital proctoring is not checked for any of your classes. If you have students that are actively testing when you are doing this, and the checkbox needs to be unselected, you'll first need to have those students pause and exit the kiosk, then go ahead and unselect Use digital proctoring.

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00:06:32.928 --> 00:06:38.147

Abbie Currier: So just very quickly. I'm going to log in as a demo DTC.

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00:06:41.227 --> 00:06:45.157

Abbie Currier: and we can take a look at what this looks like.

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00:06:46.297 --> 00:06:48.637

Abbie Currier: I'm going to click on test scheduling.

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00:06:49.527 --> 00:07:00.817

Abbie Currier: And I can go to a class that's already been scheduled and View details/Student logins. I'll click this blue Edit button here

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00:07:01.197 --> 00:07:12.486

Abbie Currier: and make sure that this is unselected. And it is so. We're good. What it looks like when you are scheduling. Let me select a math test here.

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00:07:13.157 --> 00:07:39.756

Abbie Currier: When I am going to schedule my classes to take a test, and I click this green schedule button. It's this checkbox right down here that I want to make sure is unselected. It's unselected by default. But digital proctoring is just a different term for remote testing. And so, we want to make sure that everyone has that unselected when they schedule tests

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00:07:40.837 --> 00:07:43.677

Abbie Currier: and we'll hop back into the slides. Here

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00:07:45.896 --> 00:08:12.386

Abbie Currier: we have gotten a few reports about drag and drop test questions. So, when students are trying to view, drag and drop questions, some students are having an issue with that. And we are actively working on a solution for this. If you do have students that experience an issue viewing drag and drop items, you'll just need to have the students pause and exit the test and log back in.

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00:08:12.387 --> 00:08:18.586

Abbie Currier: and it will resolve the issue. If it doesn't resolve the issue.

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00:08:18.917 --> 00:08:24.017

Abbie Currier: Then please reach out immediately to the MCAS Service Center so we can troubleshoot with you.

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00:08:25.667 --> 00:08:51.237

Abbie Currier: The next thing we wanted to talk about is unlocking test questions. So, this happens in a number of situations where test questions that students have previously answered are automatically locked. And this happens if a student signs back into the test after they've paused for more than 60 mins after they've exited for more than 60 mins

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00:08:51.237 --> 00:08:59.606

Abbie Currier: and due to inactivity. So, if the student is sitting there and not interacting with the test at all.

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00:09:00.038 --> 00:09:10.837

Abbie Currier: The test will think that the student is inactive, and they will be exited from the test after 60 min or more.

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00:09:11.337 --> 00:09:25.616

Abbie Currier: This can also happen with an abrupt closure, and what we say when or what we mean when we say with abrupt closure, is if the device has lost power. If the device was turned off

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00:09:25.737 --> 00:09:48.917

Abbie Currier: while testing or the kiosk is forced closed, there's a variety of technical things that can happen to cause an abrupt closure, and in those instances as well, any items previously answered will become locked, and in order to unlock those test questions. The test coordinators

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00:09:48.977 --> 00:10:04.316

Abbie Currier: using their discernment, would have the students log out of the test. The test coordinator would go to the MCAS Portal, go back to test scheduling and view their details and student logins for that class. They need to locate the student

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00:10:04.327 --> 00:10:31.957

Abbie Currier: on that view, details page and select, unlock for that student. At that point. The student can then sign back into the test. They'll use the proctor password, and they'll be able to see all of the items in the test, even the ones that they had previously answered. We do provide step-by-step instructions with screenshots in the guide linked here, but I just wanted to quickly show you what that looks like in the portal.

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00:10:32.027 --> 00:10:35.357

Abbie Currier: So again, if I come here to test scheduling.

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00:10:36.407 --> 00:11:03.847

Abbie Currier: I'm going to select my ELA Demo test, and I've already got a student who was logged, who paused for longer than 60 min and was logged out, and I can see that they are still in progress for session one. But I now see an unlock link here. That means that the student logged back into the test, realized that some of their items that were previously answered were

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00:11:03.967 --> 00:11:11.316

Abbie Currier: locked, and they want to be able to go back and review those items. All I need to do is have the student log out

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00:11:11.627 --> 00:11:20.307

Abbie Currier: and come in here and click this unlock button, and that will automatically unlock all of the items the student had previously answered.

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00:11:23.947 --> 00:11:42.697,

Abbie Currier: And then we've got just a couple more questions here. So, the first is how to view student testing status, and you can do that by going to the exact same place. We just went to Test Scheduling and then View Details and Student Logins. You can see the various testing statuses there not started

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00:11:43.177 --> 00:11:50.276

Abbie Currier: meaning. A student has not signed into the test session in progress, which means a student has signed.

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00:11:50.447 --> 00:12:03.246

Abbie Currier: Excuse me, has signed in, but has not clicked. Turn in at the end of the session and then finished, indicates that a student has clicked. Turn in at the end of the session, and they are done with that session.

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00:12:03.627 --> 00:12:33.227

Abbie Currier: If a student completes all of the questions in a test, but exits or pauses their test, or shuts their device without turning in the test their testing status will show us in progress instead of finished, even though they've answered all of the questions, the responses that have been captured by our servers, even if the test status is not finished. So, it doesn't have to say finished in order to submit all of those responses.

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00:12:33.817 --> 00:12:46.786

Abbie Currier: If you want to double check and verify that all responses have been submitted for a student. If they're still listed as in progress, please reach out to the MCAS Service Center, and we have ways of looking that up for you.

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00:12:48.457 --> 00:12:51.296

Abbie Currier: And with that I'll turn this over to Shannon.

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00:12:52.947 --> 00:13:16.976

Shannon Cullen: Thanks so much, Abbie, for walking us through those so like I said the remainder of today. We're really just here to try to answer any questions that you have or offer any demonstrations that you'd like to see. So please feel free to use the Q&A feature to enter your questions. Enter in the demonstrations that you'd like to see, and we'll take these one at a time. And see what we can get through.

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00:13:17.647 --> 00:13:38.566

Shannon Cullen: So, I see the first question here is about locking test questions. Will only questions a student has answered be locked after 60 min, or is it any questions they have viewed? And I believe the answer there is any questions a student has answered. eMetric, can you confirm that?

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00:13:38.567 --> 00:13:40.196

Abbie Currier: Yes, that's correct.

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00:13:40.697 --> 00:13:42.187

Shannon Cullen: Awesome. Thank you.

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00:13:42.187 --> 00:13:54.006

Abbie Currier: And that's fully answered. So, if there's like multiple parts to a question, they only answered one part, then that item would still be unlocked for them.

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00:13:55.637 --> 00:13:56.707

Shannon Cullen: Great. Thank you.

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00:13:58.227 --> 00:14:14.496

Shannon Cullen: Next question. I have had a few students who pause for a break of no more than 5 min, and when they unpause. They're forced to log back into the kiosk, and we have to unlock them and have them sign in again. Any idea why this is happening.

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00:14:14.637 --> 00:14:19.206

Shannon Cullen: eMetric. Do you have any thoughts on that? Or is this something they should call the Service Center for?

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00:14:22.022 --> 00:14:35.166

Abbie Currier: I think that it would probably be best to try to troubleshoot that with the service center because there's a variety of ways that the students may be pausing, and it may not

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00:14:35.397 --> 00:14:43.706

Abbie Currier: be just pausing. There's other things that students can do. So, I think the service center would be best.

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00:14:44.717 --> 00:14:46.097

Shannon Cullen: Great. Thank you.

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00:14:46.667 --> 00:14:54.007

Shannon Cullen: I have a request for a demonstration. They're asking if you could please show how to unlock test questions. One more time

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00:14:54.357 --> 00:14:55.177

Abbie Currier: Sure.

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00:14:56.757 --> 00:14:58.596

Abbie Currier: So again.

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00:15:02.317 --> 00:15:03.306

Abbie Currier: Oh, there we go

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00:15:03.779 --> 00:15:13.916

Abbie Currier: so let me come out from the landing page. So, I've logged into the portal. I'm logged in as a test coordinator. I'm gonna click on administration.

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00:15:14.167 --> 00:15:17.217

Abbie Currier: and I'm going to come over here to test scheduling.

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00:15:17.917 --> 00:15:22.137

Abbie Currier: I'm going to locate the test that is in progress.

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00:15:23.227 --> 00:15:26.177

Abbie Currier: and I'm going to click the View Details button.

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00:15:28.927 --> 00:15:58.487

Abbie Currier: And then I'm going to click the Unlock button. Now, this is not going to appear until the student has attempted to log in and sees that the items are locked. So, if I just come in here, the student has not logged in again today. The unlock button is not going to appear. I need to have that student log into the test. See that those items are actually locked, and then the unlock button will appear here.

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00:16:02.417 --> 00:16:03.812

Shannon Cullen: Thank you, Abbie.

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00:16:04.748 --> 00:16:15.647

Shannon Cullen: Next question is about the testing status they're asking, so there's no need to make sure all tests are in the finished status when testing is done, and that's correct. Right

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00:16:17.287 --> 00:16:37.337

Shannon Cullen: So, I know that this is different from our previous online testing systems, where everybody had to be incomplete or marked complete status and then tests needed to be stopped. So, I know it's a bit of an adjustment. But when testing is done, testing is done, and if a maybe a student finished all the questions, but just like

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00:16:37.387 --> 00:16:49.596

Shannon Cullen: exited instead of turned in the test. Or maybe they just shut their computer. There's no need for the student to go back in and click, turn in. If they're done, they're done

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00:16:53.295 --> 00:17:00.236

Shannon Cullen: alright, I have another demo request. They're asking for a demonstration on how to schedule a test

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00:17:01.417 --> 00:17:02.337

Abbie Currier: Sure.

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00:17:02.697 --> 00:17:07.057

Abbie Currier: So let me come back out here to the landing page so we can start fresh.

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00:17:07.237 --> 00:17:09.447

Abbie Currier: I'm going to click on administration.

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00:17:10.167 --> 00:17:23.946

Abbie Currier: So, I'm assuming that I've already got all of my students, and their accommodations loaded. I've already got all of my classes, or what we call proctoring groups created, and the next step is to click on test scheduling.

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00:17:25.317 --> 00:17:46.926

Abbie Currier: Again, you're going to locate the test that you want to schedule whether it's the Spanish English version or the English version. You may also have access to a program dropdown. So, your grades 3 through 8 tests will be in this program versus your high school tests which will be in this program.

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00:17:47.187 --> 00:17:54.137

Abbie Currier: I'm going to utilize this math demo test to show you this. I'm going to click on schedule new test.

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00:17:56.127 --> 00:17:59.247

Abbie Currier: I just have one class created for math.

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00:17:59.763 --> 00:18:04.806

Abbie Currier: If I had more classes I could highlight all of them and schedule them all at once.

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00:18:05.077 --> 00:18:08.427

Abbie Currier: I'm going to make sure I leave this unchecked.

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00:18:08.557 --> 00:18:13.706

Abbie Currier: I do not want to click Use digital proctoring. I'm just going to click Schedule,

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00:18:14.027 --> 00:18:40.276

Abbie Currier: going to get a success message. And now I'll see this class listed under this particular test, and I can view details and student logins. And from here I can see the testing status. I can print my logins out that's available here. I just select the students. I want to print either all of them or specific ones.

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00:18:41.087 --> 00:18:44.587

Abbie Currier: and then export and go from there

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00:18:48.307 --> 00:18:49.337

Shannon Cullen: Thank you.

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00:18:50.017 --> 00:18:58.357

Shannon Cullen: Next question, if a student computer has keys that we find are not working during testing, is it okay to switch the device.

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00:18:58.807 --> 00:19:01.976

Shannon Cullen: Abbie, are there any steps they should take before switching devices

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00:19:03.157 --> 00:19:17.567

Abbie Currier: So, if you need to switch devices in the middle of testing, you need to make sure that there are no responses saved on that device. So, we have offline testing mode is what it's called

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00:19:17.567 --> 00:19:36.556

Abbie Currier: from a student's perspective. They may not even realize if the Internet has gone down. But in the top right corner of their screen. You'll see that the button will change from green to gray. If you notice that that means that the Internet connectivity for that device has gone down.

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00:19:37.027 --> 00:19:42.846

Abbie Currier: So, if a student needs to switch devices and that green dot is still green.

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00:19:43.027 --> 00:20:08.016

Abbie Currier: you're good to switch devices. If you can't see that green dot. Then I would recommend that you. There's a variety of reasons why a student may not be logged in anymore. Maybe they close the device and then reopened it. Something like that. But to make sure that all responses that could be saved on that device are synced, you would need to make sure

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00:20:08.017 --> 00:20:31.397

Abbie Currier: you're able to relaunch the kiosk on that device as long as you can get to the student sign in page. All the responses on that device have been synced to our servers. And at that point it's totally fine to move the student to another device. It's just really important that you ascertain that all of those responses are synced before the student logs in on the second device.

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00:20:31.397 --> 00:20:39.707

Abbie Currier: Otherwise, the student will log in and they'll see some of their responses are not there. It's because the responses are not on our server.

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00:20:39.707 --> 00:20:47.807

Abbie Currier: They're stored on the local device. So, it's really important to double check that before having them log in on that second device

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00:20:49.657 --> 00:21:05.347

Shannon Cullen: And I'll just add that if that situation comes up and you're unsure of next steps, the MCAS Service Center can certainly assist you, so please feel free to call them to make sure that you know all the t's are crossed and I's are dotted before moving the student to a new device.

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00:21:06.837 --> 00:21:14.227

Shannon Cullen: Next question, is there a way to see all students test status instead of clicking into each class?

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00:21:15.227 --> 00:21:35.887

Abbie Currier: Yes, so we do have an export feature here again. I'm right here on the test scheduling page. I would just need to utilize my dropdowns to control what is being exported, and when I click over here, I can export a test status for just the test that I've selected.

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00:21:35.887 --> 00:21:48.297

Abbie Currier: or I can export the test status for all tests in this content area. So, if we were to do this for ELA, for example, I've got a number of ELA tests here.

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00:21:48.577 --> 00:22:00.097

Abbie Currier: and I could click export test status for all tests to look at all my ELA tests. But right now, I'm just going to select this one test and click export test status.

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00:22:00.727 --> 00:22:08.556

Abbie Currier: And it's essentially going to give me all of the you guys can see the excel sheet, right?

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00:22:09.227 --> 00:22:09.767

Shannon Cullen: Yes.

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00:22:09.967 --> 00:22:15.606

Abbie Currier: Okay, so it's going to give you all the same information that you have on that view details and

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00:22:15.867 --> 00:22:26.207

Abbie Currier: and student logins page. But it's going to be for all classes that are scheduled to take that test. So, it'll include the students

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00:22:27.037 --> 00:22:38.487

Abbie Currier: 1st and last name and SASID. It's going to include the name of the test that this export is, for along with any class, level information, the school, etc.

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00:22:38.907 --> 00:23:06.926

Abbie Currier: And then the status is broken down by session. So, you can see for this particular student, Walter, I've got a not started and a not started for Sessions 1 and 2, whereas for this particular student, Chelsea, she finished, and I can see my date and time started and ended for each Session 1 and Session 2.

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00:23:11.287 --> 00:23:13.086

Shannon Cullen: Great thanks, Abbie.

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00:23:14.817 --> 00:23:27.216

Shannon Cullen: Next question going back to unlocking, so to clarify, should students not pause the test when going to the bathroom, because we will need to unlock the test?

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00:23:28.877 --> 00:23:32.776

Abbie Currier: So, if the students just click pause.

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00:23:32.887 --> 00:23:46.616

Abbie Currier: if they just click, pause. And they say, Yeah, I want to pause my test. What you're gonna see is essentially a message that says something like this test is paused, and then it has a countdown timer.

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00:23:46.617 --> 00:24:03.197

Abbie Currier: and it starts at 60 min, and it counts down from there. So as long as the student is on that screen, and they pause, and they go to the restroom, or they go to lunch or wherever they need to go, and they resume testing before that countdown timer hits 0,

116

00:24:03.197 --> 00:24:06.526

Abbie Currier: they will be able to log back in just with their password.

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00:24:07.277 --> 00:24:36.976

Abbie Currier: If the countdown timer has already hit 0, they're going to have to log back into the test, and their items will be locked. If you have a student that exits the test instead of pauses it then yes, if they're they may need to have their items unlocked. But if they just pause, they have that countdown timer and they resume testing before it hits 0.

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00:24:37.647 --> 00:24:42.167

Abbie Currier: They'll be able to log in without the items being locked

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00:24:45.107 --> 00:25:01.936

Shannon Cullen: Thank you. I will also add that we have a guide called the Instructions for Unlocking Test Questions in the MCAS Student Kiosk, and in that guide. I think it's the second page. There's a table of all the different ways that students could leave the Kiosk, right? So, pausing, exiting

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00:25:01.937 --> 00:25:21.376

Shannon Cullen: inactivity timeout or force closed, and it lists out what is required for a student to log back in, and whether that situation would result in the test, questions being locked. So, if you wanted to take a closer look at that, I'm going to post it in the Q&A as a response to that question.

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00:25:21.527 --> 00:25:29.826

Shannon Cullen: And hopefully, that is helpful in figuring out when test questions are locked and what's necessary to get a student back into the test.

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00:25:32.707 --> 00:25:44.636

Shannon Cullen: Next question is about students. If students are not taking the test, we are supposed to unassign them from any class and take no further action, we no longer mark them as complete.

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00:25:44.757 --> 00:26:03.977

Shannon Cullen: So, you're correct. There's no longer any marking complete for students in the portal like we had in our previous testing systems. So, if the student is not participating. You can remove them from any classes that they've been assigned to help with rosters, and that student will be marked as absent.

124

00:26:04.347 --> 00:26:19.806

Shannon Cullen: The only case where you will want to take additional steps is if the student has a medically documented absence, and for that you would want to add the medical absence code to make sure that that student's absence is recorded as medical.

125

00:26:20.007 --> 00:26:29.356

Shannon Cullen: But for any other case the student can be removed from the classes they were assigned to, and there's no additional steps to take in the portal

126

00:26:29.547 --> 00:26:31.717

Shannon Cullen: there. Anything you would add to that, Abbie

127

00:26:34.001 --> 00:26:48.566

Abbie Currier: I guess I wanna just talk briefly about whether or not the student had actually started testing so if the student was just in put into the class, and the class was scheduled. But

128

00:26:48.567 --> 00:27:03.857

Abbie Currier: they haven't started taking the test. I think that following Shannon's recommendation is perfect. If the student has started taking the test. Shannon, do you want to talk about adding report codes

129

00:27:04.997 --> 00:27:10.426

Abbie Currier: for those scenarios such as these

130

00:27:12.647 --> 00:27:23.166

Shannon Cullen: Yeah, yes, we can demonstrate report codes. But I don't think we have a report code for a standard absence. We only have the medical absence report code. But if you want to talk through how to add those that would be great.

131

00:27:23.487 --> 00:27:32.386

Abbie Currier: Okay. So, if the student has started testing and one of these report codes needs to be added for reporting

132

00:27:32.387 --> 00:27:55.286

Abbie Currier: for reporting purposes, you would just need to. Sorry. Let me go back out here. At the test level we have this plus sign. And at the session level we have the session access code link over here. So, if the whole test needs to be voided or there was a technical issue or something like that

133

00:27:55.777 --> 00:28:01.516

Abbie Currier: you can always come in here and select the report code at the test level.

134

00:28:01.977 --> 00:28:27.367

Abbie Currier: But you can also do the same at the session level. So, if, instead of voiding the entire test, you just wanted to void one particular session, it's the exact same codes that are available there, and you would just select the one that is pertinent to this session and just click, save, and that will be successfully assigned to that session as well

135

00:28:30.887 --> 00:28:39.667

Shannon Cullen: Thanks Abbie, we have another question here about voiding. Can you explain how to void TA logins? So just to add some context.

136

00:28:39.837 --> 00:28:48.757

Shannon Cullen: TA logins, remember, are the logins that are created for students who have, or for the administrators who are administering human read aloud, and human signer.

137

00:28:48.757 --> 00:29:10.126

Shannon Cullen: There's a special set of steps that need to be followed in order to create those logins, and that allows the test administrator to read the test from their own device. As they read aloud or sign the test to the student, and after testing those TA logins should be voided on the same screen that Abbie was just showing. So, Abbie, if you want to pull that up again.

138

00:29:11.347 --> 00:29:17.667

Shannon Cullen: Yep, and for the TA logins you would click Void Other just like Abbie is showing.

139

00:29:19.687 --> 00:29:21.867

Shannon Cullen: Anything else that I'm missing there, Abbie?

140

00:29:23.337 --> 00:29:33.387

Abbie Currier: It'll show void for the test for that particular TA login, so that you know you've already selected the report code for them.

141

00:29:36.667 --> 00:29:37.457

Shannon Cullen: Thank you.

142

00:29:40.270 --> 00:29:46.727

Shannon Cullen: The next question is, can you explain the steps for sending back PBT materials? So

143

00:29:47.187 --> 00:30:16.176

Shannon Cullen: there are a number of steps for sending back PBT materials. So, I think I would just refer you to the PAM and excuse me while I'm trying to look up which appendix, it is Appendix B. In the Principal’s Administration Manual contains all of the instructions for paper-based testing. So, you'd want to refer to those step-by-step instructions for sending back the PBT materials. But if you read through those and have any specific questions, you can feel free to call our office.

144

00:30:22.557 --> 00:30:29.286

Shannon Cullen: I'm not seeing any other open questions right now. But I'll pause for just a moment as other questions percolate.

145

00:30:32.697 --> 00:30:37.397

Shannon Cullen: Okay, will the questionnaire have a separate session access code?

146

00:30:40.137 --> 00:30:48.726

Shannon Cullen: The answer to this is. Yes, I believe it will show up as a separate session. Abbie, could you? Are you able to talk more about that

147

00:30:48.727 --> 00:30:56.076

Abbie Currier: Yes. So, for the tests that have the 3rd session, the questionnaire session

148

00:30:56.287 --> 00:31:15.336

Abbie Currier: as an example on this page, where it's listing out the session, sequence, and the name and everything. You will see 3 sessions listed here, 1, 2, and 3, and the session names will say something like session 1 session 2. And then I think it says VOCAL

149

00:31:15.337 --> 00:31:30.586

Abbie Currier: survey or VOCAL questionnaire something along those lines, I think, for Civics the session names might be a little bit different. But essentially, you're gonna see the questionnaire on the 3rd session. It will have its own access code. It's

150

00:31:30.807 --> 00:31:55.186

Abbie Currier: I know that the content of that session is different, but for all intents and purposes, in the portal and the kiosk, this is just like any other session that a student may take in the test. And so, they will get a 3rd session access code. And in order to take that survey or questionnaire, they will need to enter that access code into the system, to log into it.

151

00:31:59.247 --> 00:32:00.727

Shannon Cullen: Great. Thank you.

152

00:32:01.117 --> 00:32:16.857

Shannon Cullen: Next question, is it necessary to void TA logins for each session? So yes, we are asking you to void the TA logins because they should not be scored. If you know your test administrator accidentally selected a

153

00:32:17.587 --> 00:32:33.347

Shannon Cullen: a response, or, you know, hit something into the open response. We want to make sure that those sessions, those student logins or excuse me, TA logins are not scored as they're not actual tests. So yes, schools are instructed to void those AA logins after testing

154

00:32:37.047 --> 00:32:42.567

Shannon Cullen: next question, are dividers allowed to be used on desks during testing?

155

00:32:43.773 --> 00:32:49.657

Shannon Cullen: Jodie? Sorry to call you out, but do you know if we have specific guidance on dividers

156

00:32:52.547 --> 00:32:59.456

Jodie Zalk: No worries. I was just thinking about this question. Just seeing that come in as well.

157

00:33:00.127 --> 00:33:04.547

Jodie Zalk: I think that just might mean carrells, or

158

00:33:04.687 --> 00:33:29.716

Jodie Zalk: some plain cardboard tape to students the sides of their computers. If that's what the person means by the question. Absolutely, those are allowed to be used. And we ask schools to make sure students can't see another student's computer screen. So that seems to make sense. Okay, yes, cardboard dividers. So yes.

159

00:33:29.827 --> 00:33:34.077

Jodie Zalk: In short you may use those dividers during testing.

160

00:33:35.376 --> 00:33:36.356

Shannon Cullen: Thank you.

161

00:33:39.582 --> 00:33:50.086

Shannon Cullen: Okay. Next question, we have another request for a demonstration. Which is, can you demonstrate how to create the test administrator login?

162

00:33:51.317 --> 00:34:13.496

Abbie Currier: Yes, so essentially, you're going to be creating a student. So, you'll come out here to students. You can also do this through a student registration file, if that's easier for you. But essentially, you'll just come and add a student. I believe that the recommended recommend

163

00:34:13.497 --> 00:34:29.997

Abbie Currier: recommended student login is your 8-digit school code, and then you would affix 01, 02, 03, depending on how many logins you need to create to the end of that. So, if

164

00:34:29.997 --> 00:34:47.736

Abbie Currier: and I'm just going to make up a school code, if it's something like 000111. And this is my 1st TA login. I would just put a 1. I would need to make sure that my TA login is created for the correct grade.

165

00:34:48.378 --> 00:34:53.567

Abbie Currier: So, if I have human read aloud, students in Grade 3.

166

00:34:54.117 --> 00:35:11.197

Abbie Currier: I would select grade 3. The last name would be TA login, and the first name would be the name of the test administrator. So, if I were the test administrator, I would put Abbie, and then the date of birth.

167

00:35:11.377 --> 00:35:20.776

Abbie Currier: I believe we recommended something like January 1st, 1900. Shannon, do you remember off the top of your head

168

00:35:20.777 --> 00:35:21.846

Shannon Cullen: Yep, that's right.

169

00:35:22.877 --> 00:35:49.866

Abbie Currier: Look at me go. So, we'll just put in a 1/01/1900, and then we'll want to make sure that we select the correct test codes for this ta login student, and that they match the students that are going to be needing tests read aloud to them. So, if I have students who have this accommodation for both the ELA and the Math

170

00:35:50.087 --> 00:35:59.887

Abbie Currier: grade 3 test I would select both. If it's just one or the other. I can simply select the one that the student has an accommodation for.

171

00:36:00.317 --> 00:36:16.256

Abbie Currier: Now, over here on the accommodations tab, I'm going to make sure if, again. Let's say they have accommodations for both tests. ELA and Math. I would just need to come here and select human read aloud

172

00:36:16.687 --> 00:36:21.146

Abbie Currier: for my human read aloud students, same again for math.

173

00:36:21.807 --> 00:36:27.607

Abbie Currier: And then I would click on save. And that's going to create. Oh, I'm missing fields.

174

00:36:29.647 --> 00:36:33.256

Abbie Currier: Oh, I've got too many digits in there. Okay, save

175

00:36:34.727 --> 00:36:51.687

Abbie Currier: sorry. Apparently. I've already got my TA login somewhere else. So, once you've created your TA login as a student, you're then going to create a human read aloud class for ELA and for Math, depending on what?

176

00:36:51.757 --> 00:37:11.347

Abbie Currier: What subjects or what tests the students are taking. And you would want to make sure that you're creating a class just for the students that have that human read aloud accommodation in that same grade, and that you include your TA login there so I could create a grade 3 TA login.

177

00:37:12.277 --> 00:37:30.756

Abbie Currier: Excuse me, class and I believe we said to include that in the test in the class name, so it'd be something like human read aloud, or if that's too long, you could say HRA. Then this is going to be

178

00:37:30.927 --> 00:37:34.296

Abbie Currier: my ELA class, ELA 03,

179

00:37:35.527 --> 00:37:44.586

Abbie Currier: etc. And you can include, you know, the test administrator’s last name, if you want and then what your

180

00:37:44.787 --> 00:37:48.636

Abbie Currier: school code is, you would select grade 3

181

00:37:49.203 --> 00:38:13.006

Abbie Currier: you would add the TA login and then let me find some other grade 3 students. Let's say, Peggy, had the human read aloud accommodation, I would add her, if there's any 3rd graders that don't have the human read aloud, accommodation don't put them in this class. This is only going to be for human read aloud students, and then you would click Save.

182

00:38:13.067 --> 00:38:21.686

Abbie Currier: And from here you're just scheduling that class exactly the same way that you would any other 3rd grade class for that 3rd grade test.

183

00:38:21.897 --> 00:38:36.857

Abbie Currier: So, it's you're just creating a student, sort of a dummy student if you would, putting them in the same class as all of these, the real students that actually have that accommodation and then scheduling them to take the test

184

00:38:39.617 --> 00:39:02.516

Shannon Cullen: Thanks so much, Abbie, I'll also just add, I took a couple calls from schools this week who had created the TA logins and were administering the test and then realized that their TA login did not have the same test as the student. And so, you really need to make sure that the accommodation has been selected for the TA login. You need to make sure you're checking

185

00:39:02.517 --> 00:39:22.667

Shannon Cullen: human read aloud, or human signer on that accommodations page, because that is what triggers giving the TA login the same test as the student, and thanks for pulling that up again. So, you want to double check and make sure that that's been selected for the TA login prior to them, and the student signing into the test

186

00:39:23.747 --> 00:39:39.206

Abbie Currier: And that is per test. So, you've got to make sure that you select each test in the dropdown and select it for everyone. So, with grade 8 especially, there's 4 different tests that you would have to select that accommodation for

187

00:39:41.917 --> 00:39:44.067

Shannon Cullen: Thank you for that extra clarification.

188

00:39:46.128 --> 00:40:02.606

Shannon Cullen: Next question on the main test scheduling screen under testing status, all scheduled testing statuses say In Progress. Will this be the case until the testing window has closed? Even if all sessions scheduled for that test have been submitted

189

00:40:04.387 --> 00:40:07.027

Abbie Currier: I think they're talking about here

190

00:40:07.317 --> 00:40:09.226

Shannon Cullen: I think I think that's right.

191

00:40:09.237 --> 00:40:14.007

Abbie Currier: So, the testing status here indicates

192

00:40:14.817 --> 00:40:33.677

Abbie Currier: not the testing status of the individual students in those classes, but the overall testing status of the testing window. So, if you notice when you go to schedule a test, it's automatically going to be the start and end date of the

193

00:40:33.957 --> 00:40:40.276

Abbie Currier: full testing window. So, for the real test it's going to be.

194

00:40:41.177 --> 00:40:47.056

Abbie Currier: Oh, my goodness! The dates are escaping me! But whatever the testing window is, so March

195

00:40:47.177 --> 00:41:10.997

Abbie Currier: 23rd to April 18th and so in that window, if you have any classes scheduled and that window is open, the testing status is going to say in progress when the testing window closes April 18th for 3 through 8. Then the testing status here is going to be finished.

196

00:41:10.997 --> 00:41:21.557

Abbie Currier: If you noticed when you scheduled your classes early, like before the testing window started. The testing status here was not started.

197

00:41:21.897 --> 00:41:45.807

Abbie Currier: So this is the testing status of the overall testing window, not necessarily a reflection of the testing status of all of the students in this class, because, even if all of the students that are currently in the class have finished the test, you can still add students to that class and schedule them to take the test.

198

00:41:45.807 --> 00:42:01.736

Abbie Currier: If you have a student who arrives late, for example, and they need to go ahead and be scheduled for that test. You don't have to create a brand-new class as long as the testing window is still open. You can. You can reuse that existing class

199

00:42:05.277 --> 00:42:06.610

Shannon Cullen: Thanks, Abbie.

200

00:42:07.947 --> 00:42:14.117

Shannon Cullen: I'm not seeing anything right now in the Q&A. So, what other questions do we have?

201

00:42:16.717 --> 00:42:25.106

Shannon Cullen: Okay for students who are absent. Do I need to create new logins for them, or are they able to utilize the same login?

202

00:42:26.527 --> 00:42:31.107

Shannon Cullen: So, I think this is in relation to makeup testing, and

203

00:42:31.607 --> 00:42:34.167

Shannon Cullen: we covered this in one of our previous trainings

204

00:42:34.667 --> 00:42:42.877

Shannon Cullen: for students who are taking part in makeup testing, we generally recommend that they stay in the same class.

205

00:42:42.997 --> 00:42:46.757

Shannon Cullen: which means they use the same login. Is that right, Abbie?

206

00:42:46.997 --> 00:42:52.978

Abbie Currier: Yes, so like, for example, if this particular student

207

00:42:54.177 --> 00:43:19.157

Abbie Currier: needed, they missed testing of session 2, and they needed to do some makeup testing. You would not need to do anything with this student. Just leave them in their existing class. You may need to print out their login again, or something like that, if the piece of paper is gone. But their student username and password are going to be the exact same and the same session access code

208

00:43:19.157 --> 00:43:27.297

Abbie Currier: for Session, 2 would be used. So, there's really nothing that you would need to do in order to allow that student to do makeup testing

209

00:43:29.937 --> 00:43:55.766

Shannon Cullen: The only exception is, if a student was absent for both Session 1 and Session 2, and has not signed in at all, and you choose to move them to a special makeup class, which again, you should only be moving students to a new class if they've not signed into the test at all. If they do get put in a new class, then they would need a new login. Is that right, Abbie?

210

00:43:56.027 --> 00:43:56.787

Abbie Currier: Yes.

211

00:43:59.087 --> 00:44:16.157

Shannon Cullen: But I just want to really stress that. That's really only if a student has not logged in at all, and it's not required that you do that. If a student is absent for session 1 and session 2, you can still keep them in the same class for makeup testing and use the same login and same session access codes.

212

00:44:16.887 --> 00:44:17.577

Abbie Currier: That's right.

213

00:44:24.007 --> 00:44:34.446

Shannon Cullen: Other questions, other demonstrations. We do have a few minutes left this morning. If there's other demos you want to see, if there's demos that we've done, but you want to see them one more time.

214

00:44:44.357 --> 00:44:58.537

Shannon Cullen: Well, I think so that we're not sitting here in silence as we wait for some more questions, Abbie. If you just want to go to the last few slides, and I'll walk us through just the wrap up slides. But then I'll come back here afterwards and take any final questions that we have.

215

00:44:59.082 --> 00:45:04.752

Shannon Cullen: So, after we wrap up today, you'll be prompted to complete an evaluation form.

216

00:45:05.437 --> 00:45:33.507

Shannon Cullen: We do ask that you take a couple minutes to fill out that form. We read all of them. We take them into consideration when we plan future webinars future office hours. So, it's helpful to adjust, and, you know, make these as useful for you as possible. The responses to that form are not anonymous. They are associated with your name and email address. And if you have trouble with the form, please feel free to email input to us directly at [mcas@mass.gov](mailto:mcas@mass.gov).

217

00:45:33.807 --> 00:45:40.406

Shannon Cullen: Within the next week you'll receive an email with the Q&A from the session, and the recording will be posted on the Resource Center

218

00R45:41.807 --> 00:45:44.624

Abbie Currier: And then on the next slide we just have.

219

00:45:45.087 --> 00:46:09.826

Shannon Cullen: Our contact information. If you have questions after today. So, questions on logistics and technology, and any questions you have about completing MCAS Portal tasks please contact the MCAS Service Center. They can be reached by email, chat or phone. And then if you have questions on policy, including participation and accommodations, you can reach us at DESE, and our email and phone number are listed here.

220

00:46:11.047 --> 00:46:20.367

Shannon Cullen: Alright. And I do see a couple of other questions that have come in. So, we have a request to see the creating a test administrator login. One more time, Abbie

221

00:46:24.977 --> 00:46:25.867

Abbie Currier: Sure.

222

00:46:26.027 --> 00:46:50.737

Abbie Currier: So, when I go to create a TA login, I'm just gonna click on Students again. I could also create a student registration file for them if that is preferred. But you don't need to. So, I'm going to click on Add Student, I would use the state student ID of my school code.

223

00:46:52.457 --> 00:47:08.046

Abbie Currier: and then you would append, you know, if this is the first TA login you're creating, you would say, 01, it's the second you would put 02. I'm going to put 03. You need to make sure that the student grade matches the students

224

00:47:08.117 --> 00:47:23.087

Abbie Currier: that have this accommodation. So, we've already created a TA login for grade 3. Maybe I have some grade 5 students that also have a human read aloud accommodation. I'm going to put TA login

225

00:47:23.957 --> 00:47:28.037

Abbie Currier: and the 1st name of the test administrator.

226

00:47:29.627 --> 00:47:32.866

Abbie Currier: and then the fake date of birth.

227

00:47:36.057 --> 00:47:46.216

Abbie Currier: 0101/1900. And I'm going to select the registration codes that the students have the accommodation for could be all tests.

228

00:47:46.217 --> 00:48:08.466

Abbie Currier: Maybe the students only have it for math and science. It's up to you. You'll need to look at what 5th graders have the human read aloud accommodation, and for what tests here. And then, as Shannon said, it's very important to make sure that you set the accommodation. So, we'll put human read aloud for ELA.

229

00:48:09.137 --> 00:48:13.976

Abbie Currier: and we'll select the math test, and we'll click human read aloud.

230

00:48:15.517 --> 00:48:22.516

Abbie Currier: and then we'll select the science test and click human read aloud, and we'll click, save.

231

00:48:23.597 --> 00:48:34.916

Abbie Currier: And then all I need to do is add that test administrator login to my 5th grade class with my other students that have the human read aloud accommodation

232

00:48:38.217 --> 00:48:46.657

Shannon Cullen: Thanks, Abbie, and I'll also add that step-by-step instructions are also available for that at the end of the it's in one of the appendices of the PAM, and

233

00:48:46.797 --> 00:49:04.056

Shannon Cullen: I'm going to guess wrong if I say it out loud. So, I know it's in one appendix of the PAM, and it's also in one of the appendices of the Accessibility and Accommodations Manual. So, if you're looking for step-by-step, written instructions for creating TA logins, you can also go to one of those 2 manuals for those instructions.

234

00:49:05.397 --> 00:49:27.866

Shannon Cullen: I've seen a couple of questions come in about the PCPA. And so, I just want to note the PCPA. The Principal Certification of Proper Test Administration is something that schools that principals need to do after test administration. There are instructions on how to do that for each administration in the PAM, the Principals Administration Manual

235

00:49:28.447 --> 00:49:36.536

Shannon Cullen: and the dates that those are due are listed in the statewide testing schedule. So, if you have a question about

236

00:49:36.677 --> 00:49:45.616

Shannon Cullen: when it's due, for what administration or where to find it. You can refer to the manual and to the schedule for that information.

237

00:49:47.797 --> 00:49:50.727

Shannon Cullen: Any final questions before we wrap up today.

238

00:50:00.897 --> 00:50:01.647

Shannon Cullen: Okay?

239

00:50:02.017 --> 00:50:23.547

Shannon Cullen: Well, I want to thank you all for joining us. I hope you found this useful. I really hope that testing is going smoothly in all of your schools. I hope you have a very smooth remainder of testing season for the spring, and we are here to answer your questions and support you as best we can, so have a great rest of your Friday. Have a great weekend, and thank you again.