**CMAS Training Notes**

* General Test Information
	+ 3-8th grade
		- ELA
		- Math
		- Science - Grades 5 & 8
	+ 11th grade
		- Science
	+ Test Platform -Pearson Access Next - [www.co.pearsonaccessnext.com](http://www.co.pearsonaccessnext.com)

My Login:\_\_\_\_\_\_\_\_\_\_\_\_\_\_

My Password: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

* Testing Window - April \_\_\_\_\_\_\_\_\_\_\_\_\_\_- \_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Testing Times

Math Grades 3-5 (non-calculator) - 65 minutes per section

ELA Grades 3-5 - 90 minutes per section

Science Grade 5 - 80 minutes per section

Math Grades 6-8 - (non-calculator & calculator) 65 minutes per section

ELA Grades 6-8 - 110 minutes per section

Science Grade 8 - 80 minutes per section

Science - Grade 11 - 50 minutes per section

* Guidelines for Administration Time
	+ Each day, 3-8 students will test one section of ELA and one section of Math
	+ Once the testing time is met, the unit must \_\_\_\_\_\_\_\_\_\_\_\_\_\_. There is no \_\_\_\_\_\_\_\_\_\_\_\_\_\_ test time
* Before Testing
	+ Let students choose their own \_\_\_\_\_\_\_\_\_\_\_\_\_\_
		- Check accommodation list for “Preferred Seating” students
	+ Collect all \_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_, wearable technology, music players, tablets/e-readers, reference books, electronic pens, etc and keep them in the front of the room
		- Proctors may have a cell phone on silent to text SC if help is needed. NO other use permitted!
	+ Pass out pencils  & \_\_\_\_\_\_\_\_\_\_\_\_\_\_ if needed
	+ Hand out student \_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_
		- If you are missing a test ticket, let your Site Coordinator know immediately or pull one on your own
	+ Store snacks and drinks away from the computers (if allowed at site) on the floor, at the front/back of the room, etc.
	+ Student-to-Proctor ratio must not exceed \_\_\_\_\_\_\_\_\_\_\_\_\_\_. to 1
	+ Students should not be able to see each other’s work
* Tasks to Complete the Day of Testing
	+ Receive the test materials
	+ Manage test sessions in PANext
	+ Read the appropriate “SAY” directions from the TAM
	+ Distribute test materials to students - test tickets, scratch paper, etc.
	+ Help students log into \_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_
	+ Keep/monitor time
	+ Supervise and monitor test activity
	+ Provide \_\_\_\_\_\_\_\_\_\_\_\_\_\_- minute stand and stretch breaks, if needed
	+ Report testing irregularities or security breaches to the Test Coordinator
* PearsonAcessnext Navigation







Step 8: Unlock sessions students are testing in. Lock again when they are finished.







* Post the following Unit Timing Box



* What I can/can’t do as a proctor

|  |  |
| --- | --- |
| Can | Can’t |
| * Ensure students have all necessary materials for each unit
* Ensure a standardized testing environment
* Read SAY directions exactly as written
* Move throughout the room during testing -”\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_”
* Re-read/clarify SAY directions to students when asked
* Use proximity to keep students on task
* Use “continue working” script
* Remain attentive and in the room during the entire testing unit
* Circulate throughout the room during the test
* Should be able to see \_\_\_\_\_\_\_\_\_\_\_\_\_\_ , \_\_\_\_\_\_\_\_\_\_\_, not \_\_\_\_\_\_\_\_\_\_\_. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ .
 | * Provide feedback
* \_\_\_\_\_\_\_\_\_\_\_\_\_\_test questions
* Answer content-related questions
* Interfere with students’ demonstration of skills
* Interact with students in any way that would impact their responses
* Engage in \_\_\_\_\_\_\_\_\_\_\_\_\_\_. \_\_\_\_\_\_\_\_\_\_\_\_\_\_ during the session
* Read sources, passages, questions or student responses
* Help with \_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Allow students to communicate in any way or use prohibited materials
* Leave test materials unsecured
* Discuss or disclose test content through verbal exchange, social media, email, or any form of communication
 |

* Break Time Guidelines
	+ Students may not have a cell phones during scheduled break
	+ Students need to keep food and drinks away from the computers
	+ Restroom breaks during testing don’t stop the clock
* Testing Interruptions
	+ Phone Goes Off or is Found in Student's Possession During Testing
		- On student -dismiss from the test and notify the Test Coordinator to invalidate the test
		- Not on student -give a warning and turn off the technology

|  |  |
| --- | --- |
| Secure | Non-Secure |
| * Student Testing Tickets
* Papers with student accommodations
* Oral scripts
* \_\_\_\_\_\_\_\_\_\_\_\_\_\_ scratch paper
* Any student work/responses
 | * Test Administrator \_\_\_\_\_\_\_\_\_\_\_\_\_\_ (TAM)
* Procedures Manual
* Unused scratch paper
 |

* Finishing the Test Session
	+ Guidelines for Administration Time
		- Schedule the entire amount of unit testing time
		- Once the unit testing time is met, the unit must end
		- If all students complete testing before the testing time is met, the unit \_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_
		- Students who end early may read a book or sit quietly
	+ Student Submits Test
* Check test status in PAnext to show Complete. If a student is Active but no longer signed into PAnext, Resume their test and have them sign out properly again
* End of testing session
	+ Lock the tested unit at the session level
* Make-Up Scheduling
* Test units must be administered to students  in \_\_\_\_\_\_\_\_\_\_\_\_\_\_ order
* Room Combining Requirements- don’t test the following together:
	+ ELA and mathematics (unit testing times and administration SAY directions are different)
	+ Science/social studies and ELA/math (unit testing times and administration SAY directions are different)
	+ High school science/social studies and elementary/middle school science/social studies (different unit times)
	+ Math grades 3-5 and math grades 6-8 (different administration SAY directions)
	+ Math grades 6-8 unit 1 and math grades 6-8 units 2  and 3 (different administration SAY directions)
* Troubleshooting Guidance
* When a technology disruption affecting **a** \_\_\_\_\_\_\_\_\_\_\_\_\_\_ **student** occurs, Test Administrators take the following steps:
	+ Note the time of the disruption
	+ Follow procedures for troubleshooting and support
	+ If the issue persists, move the student to another testing device
	+ the situation in writing
* When a technology disruption affecting \_\_\_\_\_\_\_\_\_\_\_\_\_\_ **students** occurs, Test Administrators take the following steps:
	+ Pause testing
	+ Note the time of the disruption
	+ Follow procedures for troubleshooting and support
	+ Resume testing
	+ Document the situation in writing
* Troubleshooting Resources
	+ Included in Assessments Website