**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

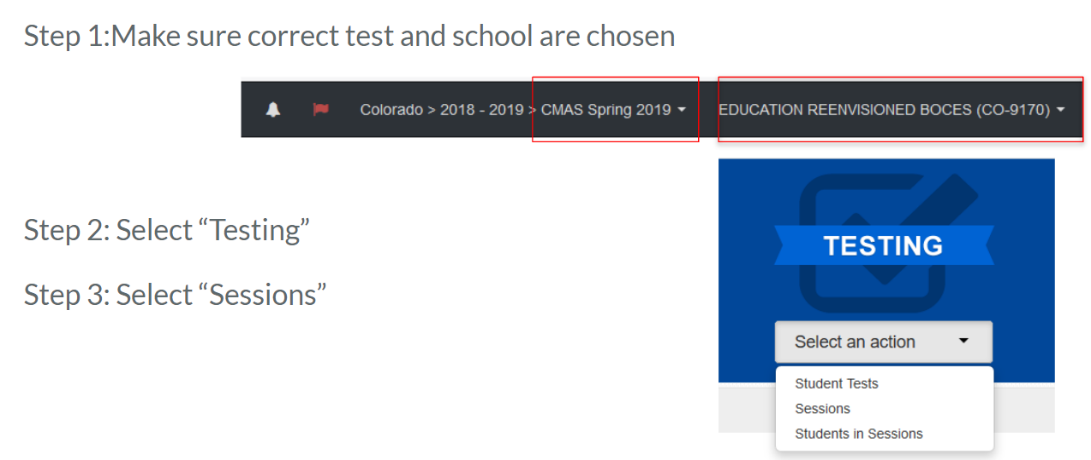
Math Grades 6-8 - (non-calculator & calculator) 65 minutes per section

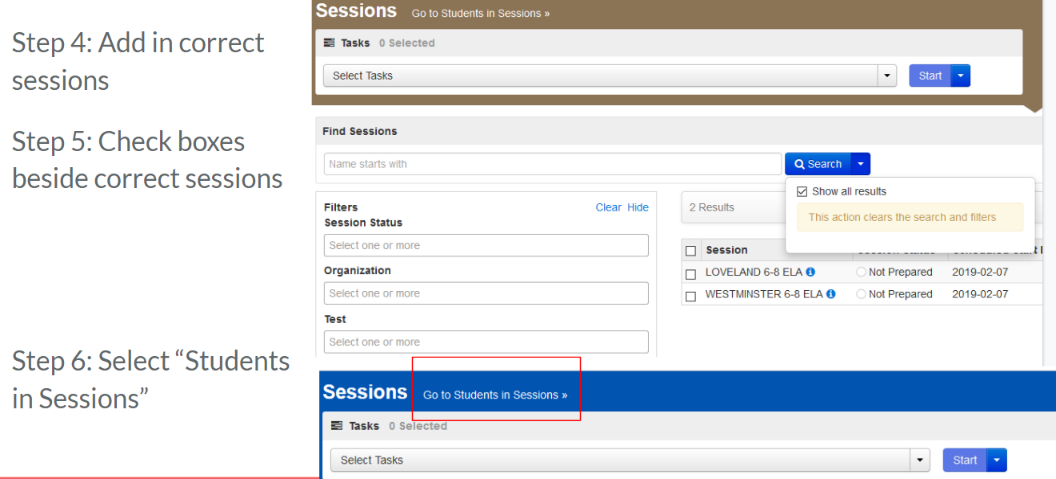
ELA Grades 6-8 - 110 minutes per section

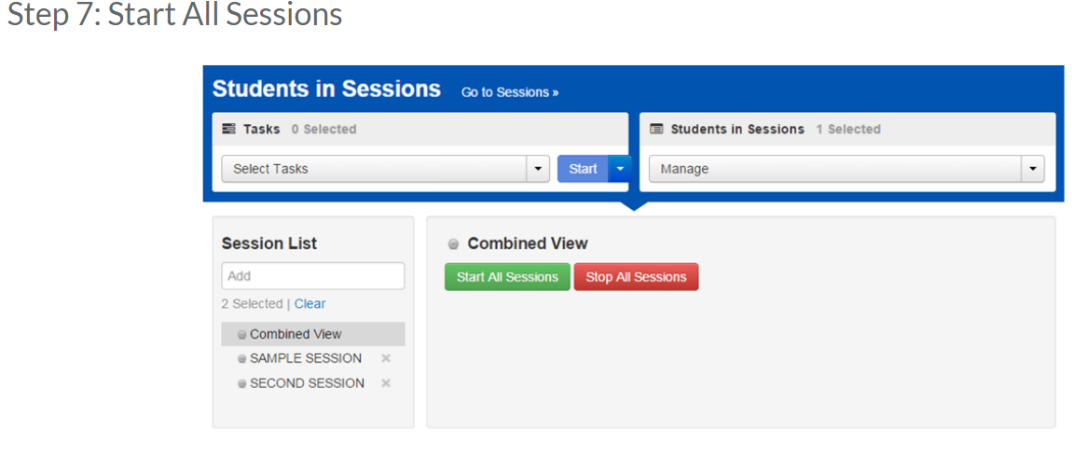
Science Grade 8 - 80 minutes per section

Science - Grade 11 - 50 minutes per section

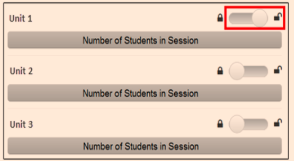
* Guidelines for Administration Time
  + Each day, 3-8 students will test one section of ELA and one section of Math
  + Once the testing time is met, the unit must \_\_\_\_\_\_\_\_\_\_\_\_\_\_. There is no \_\_\_\_\_\_\_\_\_\_\_\_\_\_ test time
* Before Testing
  + Let students choose their own \_\_\_\_\_\_\_\_\_\_\_\_\_\_
    - 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

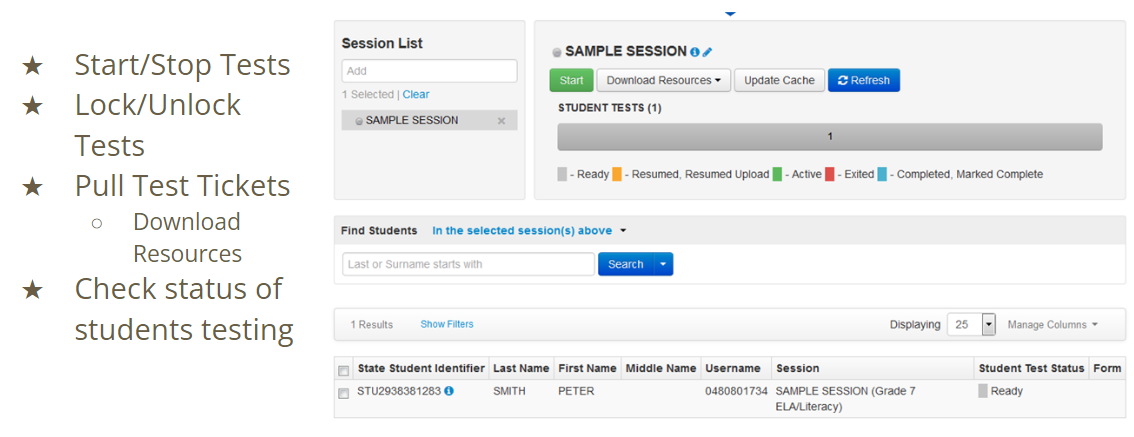


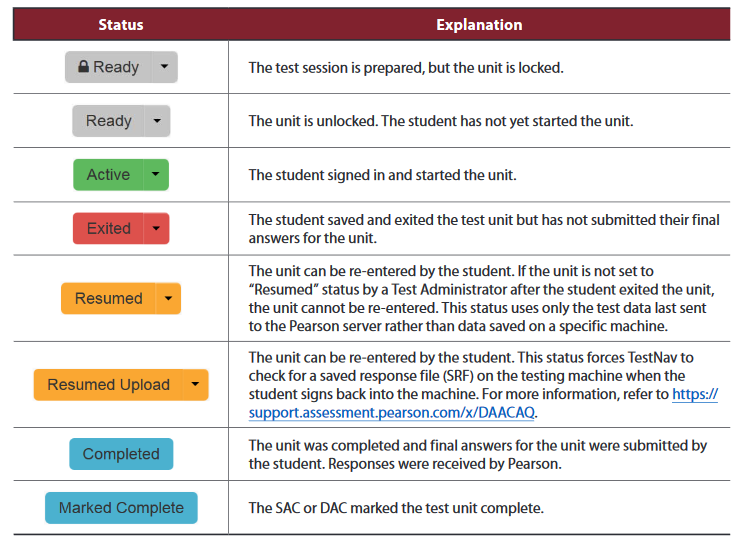




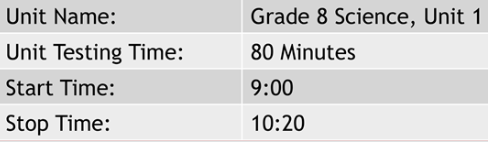
Step 8: Unlock sessions students are testing in. Lock again when they are finished.







* 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