MCAP

Maryland Comprehensive Assessment Program

Summer/Winter 2026 Test Administrator Manual

English Language Arts/Literacy
Mathematics
Life Science (LS) MISA
Government

Maryland
STATE DEPARTMENT OF EDUCATION

MCAP Maryland Comprehensive Assessment Program

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REVISION HISTORY

Version	Description
1.0	Initial Version

Assessment Participation Requirements

In Maryland, all students in tested grades (grades 3 – 8 and high school) must participate in either the general or the alternate assessments. Students must be included to the fullest extent possible in all state assessment programs and have their assessment results incorporated in Maryland's accountability system, unless documented as described in the Maryland Assessment, Accessibility, and Accommodations Manual (MAAAM). Federal legislation requires the participation of Students with Disabilities (SWD) that have Individual Education Plans (IEPs), students with 504 Plans, and multilingual learners (MLs) in standards-based instruction and assessment initiatives. Students with the most significant cognitive disabilities may take Alternate Assessments if their IEP teams determine that they meet the eligibility criteria and cannot appropriately be assessed on the general assessments. More information about federal legislation and assessment requirements can be found in the Every Student Succeeds Act of 2015 (ESSA) and the Individuals with Disabilities Education Improvement Act of 2004 (IDEA).

Maryland operates the following state testing programs:

FALL	WINTER	SUMMER	SPRING
• Kindergarten Readiness Assessment[1] • Early Literacy Assessment	• English Language Arts/ Literacy (Grade 10) • Life Science (LS) MISA (High School)[2] • American Government (High School) [1, 2] • Algebra I, Geometry, and Algebra II • WIDA ACCESS (K-12) • WIDA Alternate ACCESS (K-12)[3]	• English Language Arts/Literacy (Grades 3-8 and 10) • Mathematics (Grades 3-8, Algebra I, Geometry, Algebra II)[4] • Social Studies (Grade 8)[1] • Maryland Integrated Science Assessment (MISA) (Grades 5 and 8) • Life Sciences (LS) MISA (High School)[2] • American Government (High School)[1, 2] • Alternate ELA & Math Assessments (Grades 3-8 and 11)[3] • Alternate Maryland Integrated Science Assessment (Alt-MISA) (grades 5, 8, 11)[3]	• English Language Arts/ Literacy (Grade 10) • Life Sciences (LS) MISA (High School)[2] • American Government (High School)[1, 2] • Algebra I (High School)

1. Maryland State law (Md. Ed. Art §7-203) requires a Kindergarten Readiness Assessment, as well as a social studies assessment in middle school (grade 8) and an assessment in American Government for high school students.

2. Beginning with SY 2022-2023, the Life Science MISA and American Government assessment shall account for 20 percent of the student's final grade in the respective high school level science and government courses (COMAR 13A.03.02)

3. Alternate (Alt) assessments are administered to Maryland students with significant cognitive disabilities for any state or federally mandated assessment.

4. Students in grades 3–8 and 10 must participate in Maryland state assessments only for the grade in which they are enrolled. For example, students enrolled in 7th grade will participate in the Grade 7 Mathematics assessment. MIDDLE SCHOOL EXCEPTION: Effective March 17, 2025, MSDE was granted a waiver allowing students in grades 6 – 8 who are enrolled in an advanced mathematics course to take the corresponding assessment instead of the statewide grade-level assessment. For example, students in grade 7 who are enrolled in an Algebra I course will be permitted to participate in the Algebra I assessment. Once in high school, these students will participate in the SAT, MCAP Geometry, or MCAP Algebra as their more advanced mathematics assessment. This waiver is in effect from SY 2024-2025 through 2027-2028.

1.1 About this Manual

This manual provides instructions to Test Administrators (TAs) for the computer-based administration of the course-based assessments. This test administration manual includes scripts and instructions for administering all Fall/Winter 2026 and Summer 2027 assessments. It includes the required procedures for test administration, test security expectations for TAs and Proctors, and definitions of key terms in **Appendix A**.

When administering computer-based assessments, TAs must navigate to the script for the specific Section being administered. Each script contains all required student directions and administration steps. Scripts and instructions for administering accommodated computer-based forms are also available on the MSTAR Portal.

Information about policies and procedures for students receiving accommodations or based accommodations is available in the Maryland Assessment, Accessibility & Accommodations Manual.

LEA and school testing personnel are responsible for reading, becoming familiar with, and following all information in this manual. All hyperlinked resources referenced throughout the manual are available on the MSTAR Portal.

1.2 LEA Testing Personnel

Role	Description	Tasks
Local Accountability Coordinator (LAC)	Individual at the LEA level who is responsible for the overall coordination of each test administration.	In Maryland LEA 24 schools, the tasks for this role are the responsibility of the STC. When testing issues arise, the LAC is the main point of contact with the Maryland State Department of Education (MSDE).
School Test Coordinator (STC)	Individual at the school level who is responsible for the overall coordination of test administration. All schools in Maryland are required by COMAR to have an STC (See COMAR 13A.03.04.04). The STC role may NOT be taken on by the principal unless a waiver is submitted and approved by MSDE.	Responsibilities include but are NOT limited to: • Coordinating test administration and resolving testing issues at their school • Completing all post-testing procedures

Role	Description	Tasks
Test Administrator (TA)	Individual at the school level who is responsible for administering the assessment. All TAs must be employees of the LEA/LEA 24 school and trained for the specific test administration. Legislation (House Bill 617) allows a public school principal to appoint any employee to serve as the TA pending review and approval by the local Superintendent. Although principals may select any employee, keep in mind that the TA remains culpable if test security infractions occur. All personnel assigned to be TAs must be employees of the local school system, be trained for their role, and sign a **State Test & Survey Administration Compliance and Non-Disclosure Agreement.**	Responsibilities include but are NOT limited to: ● Administer the assessment using provided scripts ● Monitor students during testing ● Assist students experiencing technology issues during testing ● Redirect students (See 4.6.3) ● Assist students in signing out of TDS (See 4.8.1).
Proctor	Individual who may be called on to help a TA monitor a testing administration under the supervision of the TA. A TA must be in the room at all times during testing if a Proctor is present. Student teachers may serve as Proctors who assist the TA. Student teachers must be trained and must sign an NDA. Refer to your STC for more information about your state's policy. A Proctor is recommended for all test sessions due to the nature of computer-based testing.	Responsibilities include but are NOT limited to: ● Meeting with the STC to review test security and administration protocols ● Monitoring students during and after testing to adhere to test security and administration protocols ● Reviewing policies and instructions in the Test Administrator Manual ● Assisting in the preparation of the testing environment ● Assisting in the supervision of test administration during each Section
Accommodator	Individual who, under the direction of the TA, provides specific accommodations that are documented in a student's Individualized Education Program (IEP), 504 plan, or Multilingual Learner (ML) Plan.	

Role	Description	Tasks

Technology Coordinator (TC)	Individual at the school or LEA level who is responsible for setting up testing devices for computer-based testing.
	
	The **STC** must collaborate with an individual who will be on-site or readily available to serve in this role during the administration.
		Responsibilities include but are NOT limited to:
		• Configuring student testing devices
		  • Ensuring each device meets minimum technology requirements
		  • Installing/updating the TDS App on each testing device
		• Ensuring the infrastructure (e.g., wireless access points, bandwidth) is adequate
		• Managing problems with firewalls
		• Turning off any software that would allow secure test material on testing devices to be viewed on another testing device during testing
		• Providing technical support for STCs and TAs.

2.0 Test Security and Administration Policies

Code of Ethics and State Board Security Regulations

The following code of ethics conforms to the Standards for Educational and Psychological Testing developed by the American Educational Research Association, the American Psychological Association, and the National Council on Measurement in Education:

It is a breach of professional ethics for school personnel to provide verbal or nonverbal clues or answers, teach items on the test, share writing prompts, coach, hint, or in any way influence a student's performance during the testing situation. A breach of ethics may result in invalidation of test results and LEA or MSDE disciplinary action.

The online forms, Student Test Tickets, Pre-ID Labels, and test books for the MCAP are confidential and must be kept secure at all times. Secure test materials must not leave the school premises unless for distribution to another school or for home/hospital testing. Unauthorized use, duplication, or reproduction of any or all portions of the assessment is prohibited. Additionally, divulgence of secure test materials through electronic correspondence such as email is prohibited.

VIOLATION OF SECURITY CAN RESULT IN PROSECUTION AND/OR PENALTIES AS IMPOSED BY THE MARYLAND STATE BOARD OF EDUCATION AND/OR STATE SUPERINTENDENT OF SCHOOLS IN ACCORDANCE WITH COMAR 13A.03.04 AND 13A.12.05.

It is assumed that TAs and all others who handle test materials are aware of the consequences of test security violations, and each must sign a State Test & Survey Administration Compliance and Non-Disclosure Agreement, which are kept on file for six years. Individuals who handle test materials are bound to abide by the regulations governing test security violations outlined in COMAR Section 13A.03.04.05.

2.1 Maintaining the Security of Test Materials and Content

The administration of state assessments is a secure testing event. Maintaining the security of test materials before, during, and after the test administration is crucial to obtaining valid and reliable results.

Secure test materials before testing. For a full list of testing materials, refer to Section 4.2. The following test materials are secure:

- Student Test Tickets
- Session ID
- Reference sheets written on by students
- Paper test books
- Spanish test books
- Scratch paper written on by students
- Human Reader scripts in English and Spanish
- Braille Books

Note: Non-secure copies of the reference sheets are available on the MSDE portal and may be provided to students for **regular classroom use**. Reference sheets for computer-based testing are provided within the Student Interface in the TDS Secure Browser. Schools may make newly-printed and unused copies of these documents available to students for computer-based testing. These must be kept secure prior to testing and, if written on by students during testing, should be securely destroyed.

Follow the security plan developed by your STC and/or principal for your school. Contact your STC with any questions about your school's security plan.

Make sure to follow your school's Chain-of-Custody protocol for secure materials at all times. Failure to follow proper Chain-of-Custody requirements may result in test invalidations. The handling of test materials must be documented before, during, and after test administration in order to maintain their security.

2.1.1 TA Responsibilities for Maintaining Security and Administering Tests

1. **Receive Training and Prepare for Test Administration.**
   - Review the *Test Administrator Manual (TAM)* and all relevant test security policies prior to administering any test.
   - Attend all required training sessions led by the STC/Designee before test administration.
   - Understand and follow procedures for administering accessibility features and accommodations, if applicable.
   - Sign the **State Test & Survey Administration Compliance and Non-Disclosure Agreement** after training.
   - Review responsibilities in TIDE, if applicable.

2. **Administer all tests according to appropriate protocols.**
   - Administer tests during the days specified for each content by the LAC within the MSDE testing window.
   - Remove or cover any classroom displays that provide information related to the content being assessed or to test-taking strategies (refer to Section 2.3).
   - Provide students with all required test materials listed in the *TAM*.
   - Prevent the use of prohibited materials (refer to Section 2.3) during testing. Note that results may be invalidated for students who use cell phones or other prohibited electronic devices during testing, including after a student turns in their test materials and during a break (See exception listed in Section 2.2.1).
   - Follow the directions and read the scripts in the *TAM* verbatim to students.
   - Provide Session ID as directed in the computer-based test script.

3. **Focus full attention on the testing environment at all times during testing.**
   - Ensure that students are supervised during testing, including during breaks.
   - Monitor the testing process by **continually** circulating the room.
4. **Ensure that students do NOT participate in any form of cheating.**
   - Ensure that students do NOT consult notes, textbooks, or other teaching materials; do NOT share test questions with other students. Ensure students do NOT consult other students, school personnel, or anyone else during testing.
   - Ensure that students do NOT have access to any electronic communication to capture test questions or to communicate with other students before during testing.
5. **Do NOT provide unauthorized assistance to a student that could impact their answers.**
   - At any time during a test Administration, a TA may repeat verbatim a portion of the *Test Administrator Manual* script if necessary for clarification.
   - TAs must NOT assist a student during testing or alter or interfere with a student's response in any way that would impact their answers. Examples of unauthorized assistance include but are NOT limited to:
     - Providing answers to a student
     - Indicating that a student has answered a question correctly, incorrectly, or left a question blank
     - Defining words or providing synonyms
     - Spelling words
     - Influencing a student's responses by offering verbal or non-verbal hints, clues, or cues
     - Altering, explaining, simplifying, or paraphrasing any test question, reading passage, writing prompt, or Selected Response answer option
     - Suggesting that a student add more information to a response, or review or reconsider a response to a question
6. **Follow proper test security procedures for providing accessibility features or accommodations.**
   - Ensure that students are ONLY provided accommodations or accessibility features that are listed specifically for use during MCAP testing in an approved IEP, 504 Plan, ML Plan, or documented reason for using an accessibility feature identified in advance.
   - Follow guidelines on proper administration of accommodations or accessibility features as prescribed in the *MAAAM*.
   - **Follow Chain-of-Custody requirements to check out and return all test materials after testing each day.**
   - Review Student Test Settings and Tools in TIDE.

2.1.2 Security Forms

In the event of a testing irregularity or a test security breach, TAs should be prepared to provide their STC or LAC with information needed to complete the investigation. All irregularities, regardless of how serious, MUST be reported to the STC on the same day as the incident.

2.2 Testing Irregularities and Security Breaches

Any action that compromises test security or score validity is prohibited. These may be classified as testing irregularities or security breaches. Section 2.2.1 contains examples of activities that compromise test security or score validity (note that these lists are NOT exhaustive). It is highly recommended that STCs discuss these and other possible testing irregularities and security breaches with TAs during training. Refer to Section 2.2.2 for information on reporting testing irregularities and security breaches.

2.2.1 Examples of Testing Irregularities and Security Breaches

Examples of test security breaches and irregularities include but are NOT limited to:

- **Electronic Devices Irregularities**
  - Using a cell phone or other prohibited handheld electronic device (e.g., smartphone, smart watch, wireless headsets, personal scanner, eReader) while secure test materials are distributed, students are testing or after a student turns in their test materials.
    - **Exception:** STCs, TCs, and TAs are permitted to use cell phones in the testing environment ONLY in cases of emergencies related to testing or when timely administration assistance is needed. LACs may set additional restrictions on allowable devices within their LEA/LEA 24 schools as needed.
    - **Exception:** Certain electronic devices may be allowed for medical or audiological purposes during testing. Please consult with your STC for allowable exceptions.
- **Test Supervision Irregularities**

  See COMAR 13A.03.04.05 for more information.
  - Coaching students during testing, including giving students verbal or nonverbal cues, hints, suggestions, or paraphrasing or defining any part of the test
  - Engaging in activities (e.g., grading papers, reading a book, newspaper, or magazine) that prevent proper student supervision at all times while secure test materials are distributed or while students are testing
  - Leaving students unattended without a TA for any period of time while secure test materials are distributed or while students are testing (Proctors must be supervised by a TA at all times)
  - Allowing cheating of any kind
  - Providing unauthorized persons with access to secure materials
  - Accessing a test in TIDE during non-testing times without state approval
  - Failing to provide a student with a documented accommodation or providing a student with an accommodation that is NOT documented and therefore is NOT appropriate
  - Allowing students to test before or after MSDE test administration window without state approval
- **Test Materials Irregularities**
  - Losing a student Test Ticket
  - Losing secure Human Reader scripts
  - Providing unauthorized access to Session ID
  - Leaving test materials unattended or failing to keep test materials secure at all times
  - Reading or viewing the passages or test items before, during, or after testing
    - **Exception:** Administration of a Human Reader/Signer accessibility feature for Mathematics or accommodation for LS MISA, ELA/L, and Government which requires a TA to access passages or test items
  - Copying or reproducing (e.g., taking a picture of) any part of the passages or test items or any secure test materials or online test forms
  - Revealing or discussing passages or test items with anyone, including students and school staff, through verbal exchange, email, social media, or any other form of communication

- Removing secure test materials from the school's campus or removing them from locked storage for any purpose other than administering the test
- Accessing a student's test without the student or the STC present

- **Testing Environment Irregularities**
  - Failing to follow administration directions exactly as specified in this *Test Administrator Manual*
  - Displaying any resources (e.g., posters, models, displays, teaching aids) that define, explain, illustrate terminology or concepts, or otherwise provide unauthorized assistance during testing
  - Allowing preventable disruptions such as talking, making noises, or excessive student movement around the classroom
  - Allowing unauthorized visitors in the testing environment
    - Unauthorized Visitors—Visitors, including caregivers/guardians, school board members, reporters, and school system staff NOT trained or authorized to serve as TAs or Proctors, are prohibited from entering the testing environment.
    - Authorized Visitors—Visits by MSDE monitors and state-authorized observers are allowed based on state-specific policy, as long as these individuals do NOT disturb the testing process. Refer to your STC for details about observation visits in Maryland.

2.2.2 Reporting Testing Irregularities and Security Breaches

See COMAR 13A.03.04.05 for more information.

For a list of testing irregularities and security breaches that must be reported and documented, refer to your STC. If an incident must be reported according to MSDE policy, follow the protocol outlined below:

- The incident must be reported to the STC immediately.
- If follow-up documentation is required by your LAC or MSDE Test Security Officer, complete any additional documentation in a timely manner.

2.2.3 Sanctions for Security Breaches

See COMAR 13A.03.04.07 for actions that may be taken by the Maryland State Department of Education and/or the Local Education Agency for all violations listed in COMAR 13A.03.04.05.

2.3 Testing Environment

The testing environment is defined as the location in which students are actively testing (e.g., classroom, computer lab, etc.). It is important to establish procedures to maintain a quiet testing environment throughout testing. When setting up the testing environment, the following should be taken into consideration:

- Some students may finish testing before others. Refer to your STC for MSDE and LEA/LEA 24 policy on what students may do after testing.
- Unauthorized visitors are prohibited from entering the testing environment as described in the Testing Environment Irregularities Section.
- The testing sign in **Appendix C** or another testing sign must be posted on the outside of the room door.
- Prohibited classroom resources (see below for more information) must be removed or covered before the test administration.

Administrative Considerations for ALL Students

With the support of school administration, the STC has the authority to schedule students in testing spaces other than regular classrooms, and at different scheduled times, as long as all requirements for testing conditions and test security are met as set forth in this manual. Accordingly, STCs may determine that any student may require one or more of the following test administration considerations, regardless of the student's status as a student with a disability or as a Multilingual Learner:

- Small-group testing
- Frequent breaks
- Time of day
- Separate or alternate location
- Specified area or seating
- Adaptive and specialized equipment or furniture
- Reduced distractions to self or others

For more information on administrative considerations that are available for ALL students, refer to the *MAAAM.*

Materials Prohibited in the Testing Environment

Prohibited materials can compromise test security and violate the construct being measured by the assessment, thus producing invalid results. Prohibited materials related to assessment content must be covered or removed from the testing area.

The following materials may NOT be used at any time during testing or during a break (e.g., restroom break). Students, TAs, Proctors, or other authorized persons in the test environment may NOT possess these or any other materials.

- **Materials Prohibited During Testing**
  - All personal electronic equipment NOT related to testing (e.g., cell phones, iPods, personal document scanners, eBooks, electronic pens, smart watches, Bluetooth-enabled headphones or earbuds; refer to Section 2.2.1 for exceptions)
  - Any resources (e.g., books, dictionaries, posters, models, displays, graphs, teaching aids) that define, explain, illustrate terminology or concepts, or otherwise provides or facilitates unauthorized assistance during testing. Refer to the *MAAAM* for additional information on approved resources for a student with a disability or a Multilingual Learner.
  - Any manipulative NOT approved through a unique accommodation request prior to testing (refer to your STC for more information)*
    *May be allowable if listed in the student's IEP or 504 plan according to your LEA/LEA 24 school policy.

As a reminder, if a student is found to have prohibited materials (including cell phones) during live testing, the test may be invalidated.

Note: The TA or STC may keep a silenced cell phone available only for issues directly related to the immediate test administration. The decision to allow a cell phone lies with the LAC in the LEA or LEA 24. Any other use will be considered a Testing Irregularity.

Follow the general rule that if the material in question may help the student answer or find an answer, then it is NOT allowed in the testing environment.

Prior to testing, TAs should instruct students to place all prohibited materials out of reach during testing (e.g., locker, book bag). If a student is found to have any prohibited materials in their possession upon arrival for testing, instruct the student to hand the materials to the TA or follow your local policy. As a reminder, if a student is found to have prohibited materials (including cell phones) during live testing, the test may be invalidated.

Other materials may be permitted after a student has completed testing. Refer to your STC for your LEA or LEA 24 policy.

Exceptions for Test Accommodations

A student with a disability or who is a Multilingual Learner may be allowed to use certain tools or materials that are otherwise prohibited during testing if the need for these accommodations is documented in the student's IEP, 504 plan, or ML plan. Remember, the Human Reader Script must be used if a Human Reader is administering the Mathematics assessment; Human Reader scripts are secure test materials.

Note: An ML student may use a word-to-word bilingual dictionary if listed in the student's ML Plan.

2.4 Scheduling and Testing Time

Administration Dates

All test Sections, including make-up testing, must be completed during the MSDE-approved testing window. Testing Blocks may be scheduled at any time during your testing window. Contact your STC if you have any questions about your testing dates.

Administration Time is the approximate time that schools should schedule for testing. It includes the Testing Time and the approximate times for administrative tasks such as reading directions, answering questions, distributing materials, and collecting test materials (shown in Table 2.0 on the following page).

Example: When the Testing Time is 40 minutes, schools might schedule a total of 70 minutes: 15 minutes for distributing materials and reading directions + 40 minutes of testing + 15 minutes for end-of-testing activities.

Test administration times are shown in Table 2.0 (note that times vary by content area, Section, and grade/course).

Table 2.0 Administration Time

	Task	Approximate Time to be Allotted for Test Administration
Guidelines for Scheduling	1. Pre-administration tasks including reading directions to students and answering questions	10 minutes
	2. Distribution of test materials to students	5 minutes
	3. Administration of Section	Refer to Testing Times (Table 2.1)
	4. End-of-Testing activities, including signing students out of TDS Secure Browser, and collecting test materials	5–15 minutes

Test sections are scheduled in blocks to provide a predictable testing environment while allowing students flexible pacing within each section. Test Administrators are responsible for managing timing to ensure that the cumulative duration of all stays within the total time allotted for the assessment.

Note: Students with documented extended time accommodations (IEP, 504, or ML plan) must be provided with additional time for each time block in accordance with their approved accommodations.

If all students have completed testing before the end of the Testing Block, the Section may end before the allotted time. Once the Testing Block Time is reached, the Testing Block must end for all students except those with extended time accommodations. Refer to your STC for guidance for what students may do if they finish before the Testing Block ends.

The following table shows the number of Testing Time minutes for both the regular and accommodated forms of the LS MISA, ELA/L, Mathematics, and Government computer-based assessments. An accommodated form does NOT automatically include extra response time when taking the assessment.

Table 2.1 Block Testing Times for High School Courses

Subject(s)/Course(s)	Section	Testing Block Time (in minutes)
Algebra I, Geometry, Algebra II, LS MISA, and Government	Section 1 - 4	**Total Testing Time = 160 minutes (4) - 40 minute time blocks**
ELA/Literacy (ELA 10)	Section 1 - 4	**Total Testing Time = 280 minutes (4) - 70 minute time blocks**

Make-Up Testing

Ensure that your STC knows who is absent on testing day so that make-up testing can be scheduled. Students must complete testing within the LEA/LEA 24 testing window.

Breaks

Speak with your STC to clarify local procedures for breaks. For more information about breaks refer to Section 4.7.2.

3.0 BEFORE Testing

3.1 Checklist of Tasks for TAs to Complete BEFORE Testing

This section describes activities the TA must complete before the first testing day. Completing tasks during the timeline in this checklist is strongly recommended.

At Least One Week Before Testing	Reference
❑ Review policies and instructions for test administration in this manual.	
❑ Complete any required training with the STC to review test security, administration protocols and plans, the *TAM*, and testing day schedules.	Section 3.3
❑ Complete recommended online training or in-person training.	Section 3.2 and https://mstar.mdassessments.com./training-resources/
❑ Review the **State Test & Survey Administration Compliance and Non-Disclosure Agreement**. Sign and submit it after training to the STC according to MSDE policy.	**Appendix B**
❑ Review all testing accommodations and accessibility features for each tested student in TIDE.	Section 3.4
❑ Highly Recommended: Administer the Computer-Based Testing Practice Tests. Be sure students understand the functions and tools offered in TDS Secure Browser for the applicable assessments.	Section 3.5

At Least One Day Before Testing	Reference
❑ Ensure that your LaunchPad sign-in is working and that you have access to the correct test administration(s) in TIDE, if they have been assigned by the STC.	
❑ Confirm the accommodations or accessibility features for students in your testing Administration.	Section 3.4
❑ Prepare the testing environment.	Section 3.6

3.2 TA Training and Preparation

TAs must meet with the STC to prepare for the test administration and review responsibilities associated with computer-based testing.

3.3 Test Security

Security Agreement

Appendix B lists MSDE security protocols that all individuals with access to secure materials must follow.

Before testing, all staff (e.g., LACs, STCs, TAs, Proctors, etc.) with access to secure test materials should review the security agreement and sign the security agreement. Schools are required to maintain signed copies (paper copies or scanned forms stored electronically) for 6 years.

3.4 Preparing to Administer Accessibility Features and Accommodations During MCAP Assessments

The STC will provide TAs with a list of all required accessibility features and accommodations for applicable students. If you are administering a test with an accessibility feature or accommodation, be sure you have received the proper training. Refer to your STC for additional information about accessibility features and accommodations. It is critical to ensure that students have received and practiced the appropriate accessibility features and accommodations prior to testing. Please confirm that students have the correct accessibility features and accommodations in TIDE under Test Settings and Tools. Highly recommend reviewing the TIDE User Guide. All *MAAAM* items (accessibility and accommadations) are listed in TIDE. If a Human Reader is administering the Mathematics assessment, the secure Human Reader Script must be used and this document should be handled the same as other secure test materials. TAs may check students' accessibility features and accommodations by reviewing the information in TIDE or from your STC.

3.5 Administer Practice Tests

Administering the Practice Tests is an important preparation step for both test administration staff and students. It is strongly recommended that all students who will participate in MCAP assessments first complete the non-secure Practice Tests available at: https://mstar.mdassessments.com./practice-tests/. This will be especially important given recent changes in the navigation of LS MISA, ELA/L, Mathematics, and Government assessments.

During the live assessment, Test Administrators (TAs) are not permitted to assist students with any TDS Secure Browser functionality or navigation. Therefore, questions related to system use should be addressed during the Practice Tests. The computer-based Practice Tests provide sample items that help students become familiar with testing tools and the process of identifying and responding to different item types on the testing device.

Throughout the school year, students should have ongoing access to the Practice Tests. Students with accommodations may require additional practice time to become comfortable with all computer-based testing features. Any student using the Text-to-Speech accommodation should practice using the controls within the Practice Test environment before participating in live testing.

NEW LS MISA and Government assessments are must answer to continue (MATC).

REMINDER If an item has multiple parts, students must respond to all parts as directed in order to move forward to the next question. Students may mark responses for review within a section, but they must answer each required part before continuing.

3.6 Prepare the Testing Environment

Every assessment setting should have good lighting and ventilation, a comfortable room temperature, and should be as free as possible from noise and other interruptions so students can work comfortably and without disruption. Chairs should be comfortable and tables at an appropriate height with sufficient room for approved testing materials. Confirm that each student will have adequate work space and be sufficiently separated from other students to support a secure testing environment. Check that all needed materials and equipment are available and in good working condition.

Changes to the setting, including the testing location and conditions within the testing environment, can benefit students who are easily distracted in large groups or who concentrate best in small group and individual settings. A small group setting is an Administrative Consideration available to all students without any formal documentation and should fit the needs of the student. There is no one definition of a "small group setting" except it should be a group smaller than the student's original group for instruction.

To maintain security in a computer-based testing environment, MSDE recommends the following ideal configurations for seating students (unless local policy and procedures do NOT allow):

- Seat students in every other seat
- Arrange monitors/devices back-to-back
- Seat students back-to-back
- Seat students in a semicircle
- Seat students in widely spaced rows or in every other row

Before students enter the test environment:

- Ensure that your LaunchPad sign-in is working and that you have access to the correct test administration(s) in TIDE, if they have been assigned by the STC.
- Cover or remove from the testing environment all materials containing content in the subject area being tested, including any materials listed in Section 2.3.
- Post a "Testing — Please Do Not Disturb" sign (refer to **Appendix C** of this manual) on the outside of the door of the testing room.
- Post an example of the "Stop" and "Go on" signs (refer to **Appendix C** of this manual) on the board or a document camera (paper-based only).
- Display a timing box on the board; refer to the example in Figure 3.0.
    - Using the Testing Time in Table 2.1 of this manual for reference, write the Block Testing Time on the correct line in the timing box on the board.
    - Do NOT fill in the Starting Time or Stopping Time lines until instructed to do so in the Test Administration Script.
    - Only enter the Session ID information as directed in the Test Administration Script (computer based only).

Note: Countdown timers connected to the Internet may be used to display and monitor remaining testing time. A backup timer that is NOT connected to the Internet should run at the same time so that in the event of an Internet outage, the testing time is still accurate.

Figure 3.0 Timing Box Example

Testing Time: _____
Starting Time: _____
Stopping Time: _____
Session ID: _____

4.0 DURING Testing

4.1 Checklist of Tasks for TAs to Complete DURING Testing

This Section describes activities TAs must complete during the testing day.

Testing Day	Reference
❑ Receive test materials from STC and track receipt using an LEA or school provided Chain-of-Custody form.	Section 4.2
❑ Manage Sessions and review each student's status in TIDE: ❍ Confirm the accommodations for students. ❍ Communicate with the STC at the end of administering each Section. ❍ As the TA you will need to approve students to the next section. ❍ Provide Session ID for the assessment.	
❑ Distribute test materials to students and administer the assessment according to the directions in this manual using the appropriate administration script.	Section 4.3
❑ Help students launch and sign in to the TDS Secure Browser.	
❑ Monitor testing time.	Section 4.4
❑ Supervise test administration and provide breaks (if applicable).	Sections 4.6 and 4.7
❑ Troubleshoot computer-based testing issues as needed.	Section 4.6.1
❑ Clear memory of all handheld calculators.	Section 4.2
❑ Return all testing materials to the STC.	Section 4.8.3
❑ Complete any documentation necessary for reporting any testing irregularity or security breach.	Section 2.2.2

4.2 Recieve Test Materials from the STC (Testing Day)

The STC will distribute test materials to and collect materials from the TAs each test administration day. Test materials must NOT be stored in classrooms prior to or following the day of administration.

Test materials that must be distributed by STCs to TAs for computer-based test administration include:

- **Pearson-supplied material**
  - Student Test Tickets
  - *TA Manual (TAM)*
  - Human Reader Scripts
  - Test books for paper based testing.
- **School-supplied material**
  - No. 2 pencil(s) with eraser(s)
  - Blank scratch paper
    - TAs must supply at least one sheet of unused scratch paper (blank, lined, or graph) for each student. Students can request more scratch paper during the Section, if needed.
    - It is recommended that schools provide graph paper as scratch paper for Mathematics Sections if it is typically used during instruction.

    - TAs are responsible for collecting all used scratch paper to be securely destroyed. Schools may reuse unused scratch paper (only if paper is completely blank).
- Calculators, if using hand-held calculator for accommodations (see Calculators Section for more information)
- Mathematics Tools for administration (see Mathematics Tools for Administration Section for more information)
- Reference sheets (may be locally printed) (**Note:** Cannot be re-used if written on)
- Testing devices that meet the minimum technology specifications (**Note:** Student should NOT supply their own device for testing.)
- Headphones (see Headphones Section for more information)
- Materials necessary for the administration of accommodations or accessibility features
- Timing device, such as a clock or watch, to keep track of time during testing even if a web-based countdown timer is also used
- "Testing — Please Do Not Disturb" sign to post on the doors of the testing rooms or the board (a copy of the sign is available in **Appendix C** of this manual)

Calculators

Grade/course-specific calculators, including the TI-84 graphing calculator for high school Mathematics courses and Desmos calculators for all Mathematics assessments, will be available through the TDS Secure Browser platform. Students taking a computer-based assessment will have a calculator available within TDS Secure Browser at the Section Level, and only those students with a documented accommodation for a calculator during a non-calculator item may have access to a hand-held calculator. Those students may use the hand-held calculator for the entire test.

- For high school Mathematics assessments, graphing calculators with functionality consistent with the TI-84 or a similar model are allowed for all students on specific Sections of the Mathematics assessment. Students may only use a hand-held graphing calculator throughout the test if they have a documented IEP or 504 accommodation.

Middle school students taking a high school Mathematics course assessment must use the calculator designated for the specific test unless documented in an IEP or 504 Plan. In order to provide comparability, students must only use calculators that are allowable for their grade-level/course assessment. The use of a calculator that is NOT designated for the grade-level/course assessment may unfairly disadvantage or advantage students and is NOT allowed (except for students with an appropriate accommodation). Speak with your STC for more information about MSDE Mathematics Assessment Tools Policy.

Schools must adhere to the following additional guidance regarding calculators:

- Calculators with Computer Algebra System (CAS) features and/or QWERTY keyboards are NOT permitted.
- No tablet, laptop (or PDA), or phone-based calculators are allowed during MCAP assessments.
- Students are NOT allowed to share calculators with another student during testing.
- TAs must confirm that the memory on all hand-held calculators has been cleared before and after the testing.
- If LEAs or schools permit students to bring their own calculators for state assessment purposes (e.g., Talking calculator, Large key calculator, etc.), STCs or TAs must confirm that the calculators meet requirements as defined above.
- For additional guidance, consult your STC.

Mathematics Tools for Administration

The following list of tools are optional for students who use them in daily instruction and who may find them useful during administration. It is recommended that students have ample opportunity to practice using the following tools on the Practice Tests.

- **Rulers and Protractors:** For computer-based assessments, required tools are included in the TDS Secure Browser. Schools may NOT provide their own rulers and protractors in the grades where rulers and protractors are provided tools (see Table 4.0).
- **Mathematics Reference Sheets:** For computer-based testing, Mathematics reference sheets are available to students in the Student Interface. However, schools may choose to locally print and provide copies to students during testing. If providing students with printed copies of the Mathematics reference sheets, the following protocols must be followed:
  - The copies must be free of any writing or notes.
  - If students write on the reference sheets during testing, the reference sheets are then considered secure materials and must be securely destroyed after the test Administration. A clean copy should be provided for any remaining testing.
- **Geometry Tools:** Tracing paper, reflection tools, straight edges, and compasses are optional for the Geometry assessment. Geometry tools are NOT allowed for Algebra I and Algebra II.

Table 4.0 Rulers and Protractors for Computer-Based Testing Available on TDS platform

Grade(s)/Course(s)	Included in TDS Secure Browser	Allowable (Not Provided)
Geometry, Algebra I, Algebra II	• Ruler • Protractor	—

If these tools are used, place the materials in a predetermined location in the testing room. If schools allow students to bring their own tools, they must be given to the STC or TA prior to testing to ensure that the tools are appropriate for testing (e.g., tools do NOT have any writing on them). For more Mathematics Tools clarifications, please consult your STC.

Wired Headphones/Earbuds

Headphones are required for all LS MISA, ELA/L, and Government sections as well as for students who receive the text-to-speech or screen reader accessibility feature for the Mathematics assessment.

A Test Audio button will appear on the ***Please Sign In*** page to ensure the student using TTS has sound before launching the assessment. Students should set the volume to the highest level on the device at the sign-in in TDS Secure Browser. Students can adjust the volume level within TDS Secure Browser at any point in the section.

Bluetooth-enabled headphones or earbuds are NOT permitted during MCAP assessments.

Stand-alone headphones (i.e., headphones NOT connected to a device) are also an accessibility feature; therefore, some students may use headphones as noise buffers to minimize distractions or filter external noise during testing. If students use headphones for this purpose, TAs are responsible for ensuring that the headphones are NOT plugged into any device.

Note: Programs (i.e., music streaming, YouTube®, etc.) on all testing devices are to be closed and NOT running in the background before launching TDS Secure Browser. Districts and schools should consult their instructional technology coordinators to ensure no background services are running.

Reminders for Mathematics Administration

Students taking the regular and accommodated online assessments MUST begin the assessment in Section 1 and answer each question in order. The regular online Mathematics assessment uses "Must Answer to Continue" throughout the assessment; students will be allowed to Mark for Review items within the tested Section. The arrow to move forward will already be green. A pop-up message will appear if the student clicks the arrow to move forward, but has NOT answered all parts of the question. The student may mark for review a question to review it later, but they will NOT be able to move to the next question until they have fully answered the question.

4.3 Distribute Materials and Read Script (Testing Day)

After students are seated, verify student roster/attendance and note absent students for make-up testing. Then, read the appropriate administration script and distribute student Test Tickets and scratch paper when instructed to do so.

TAs **MUST** adhere to the scripts provided in this manual for administering the MCAP assessment. Read word-for-word the bold instructions in each SAY box to students. You may NOT modify or paraphrase the wording in the SAY boxes. Some SAY boxes are outlined with a dashed line and should ONLY be read aloud if they are applicable to your students. Text that is outside the SAY boxes includes directions meant for TAs and should NOT be read to students. You may repeat any part of the scripted directions as many times as needed while you are delivering the script.

4.4 Maintain Test Security

Adhere to the test security protocols at all times and report violations or concerns to your STC immediately. It is essential to follow security measures at all times in order to ensure the validity, reliability, and fairness of the assessment results. Tests must be administered strictly in accordance with the instructions and procedures set forth in this manual and the assessment security instructions and procedures provided by MSDE.

If testing is interrupted at any time during testing (e.g., safety threat, fire emergency, student becoming ill), follow the procedures in Sections 4.5.1 and 4.5.6.

4.5 Supervise Test Administration

During testing, you **MUST** actively proctor (e.g., circulating the room) and focus your full attention on students at all times to confirm they are working independently. This means ensuring students are NOT involved in questionable activities. Ensure that all student desks are free of any prohibited materials and that all prohibited aids have been removed or covered. Refer to Sections 2.2 and 2.3 for information on prohibited activities and prohibited materials.

4.5.1 Guidance for Troubleshooting Computer-Based Testing

If student testing devices are experiencing technical problems during a test, such as freezing, error messages, or blank screens, that prevent the student(s) from normal continuation of testing, the TA should follow the procedures outlined below and on the next page.

- If an assigned accommodation is NOT appearing correctly for a student, instruct the student to exit the test immediately and contact the STC.

- When a technology disruption affecting **a single student** occurs, TAs should follow these steps:
  - Note the time of the disruption so that the remaining time for the Testing Block can be calculated.
  - Follow the procedures outlined by your school on who to contact for troubleshooting guidance.
    - Guidance for troubleshooting common errors is available on https://mstar.mdassessments.com./technology-setup/.
    - Technology Coordinators and TAs must NOT take photos of error screens.
  - If the issue cannot be resolved in a timely manner without disruption to the other students testing, the student should be moved to another testing device and given time to account for any delay caused by the error and the switch in devices. Make a note of any device the student uses.
  - If students are unable to log in make sure they are entering their last name and SASID exactly as it is listed in TIDE.
  - If no alternate device is available, the student should be dismissed from the testing environment and resume the test on a functioning device as soon as possible on the same day. The student may NOT alter any previously entered response and must be given the amount of time remaining in the test Section when the technical problem occurred.
  - Document the situation in writing. Refer to your STC for the LEA/LEA 24 policy about reporting a testing irregularity.
- When a technology disruption affecting **multiple students** occurs, TAs should follow these steps:
  - Pause testing in the room for all students until the problem is resolved.
  - Note the time of the disruption so that the remaining time for the Testing Block can be calculated.
  - Follow the procedures outlined by your school on who to contact for troubleshooting guidance.
    - Guidance for troubleshooting common errors is available on https://mstar.mdassessments.com./technology-setup/.
    - Technology Coordinators and TAs must NOT take photos of error screens.
  - Once the issues are resolved, prepare students to resume testing for the continuation of the Section:
    - Students should resume their test using their original Test Ticket.
    - TAs must inform students how many minutes remain in the Testing Block.
    - TAs must display the updated start time and stop time of the Testing Block.
  - Document the disruption in writing. Refer to your STC for your state and LEA policy about reporting a testing irregularity.

- If a student exits the Student Interface (either unintentionally or intentionally) before completing a test and before the Testing Time has ended:
  - Verify that the student is logged out of the Student Interface.
  - Attempt to keep the student on the same device.
  - Instruct the student to sign back into the test.
    - The student should use the original Test Ticket to sign in to the test.
    - The student's test will resume with the next unanswered question.

- The system will upload any test responses that the student entered after the interruption if resuming on the same testing device.
- The test session may close due to the TA closing the test session, the TA losing connectivity, or the test session expiring. The TA must re-open a new test session. Any student in "Pause" status must log back in and continue to test.

4.5.2 Guidance for Clarifying Directions During Administration

TAs are permitted to clarify ONLY general administration instructions after reading the script word-for-word. **No passages or test items may be read or clarified.**

If you have questions, consult with your STC.

If a TA is providing the **General Administration Directions Clarified in Student's Native Language (by TA)** accommodation to a Multilingual Learner (ML), then only the general directions and NOT directions for any item may be clarified. Only Spanish directions will be available for the TA. A TA script in Spanish is available on the MSTAR Portal.

4.5.3 Guidance for Redirecting Students

The TA or Proctor may redirect the student's attention to the test without coaching or assisting the student in any way. Examples may include:

- Providing reminders to stay on task and focused during the assessments
- Providing a visual cue to the student to remain on task

TAs and Proctors may NOT individually remind or encourage a student to answer all questions. TAs and Proctors may NOT point or gesture to the student to complete a specific test item or encourage a student to select an answer choice.

4.5.4 Dismissing Students for Misconduct

The TA must contact the STC to discuss the dismissal of any student for misconduct according to your local policy. If student misconduct warrants dismissal, collect the student's test materials. The student will then be dismissed from the testing environment. The student may be eligible to continue testing with a certified TA in another location (e.g., school counselor's office) according to local policy.

If a student is observed with any of the items listed in Section 2.3 during testing or during breaks, the TA should collect the prohibited materials and immediately notify the STC.

4.5.5 Item Irregularities During Testing

If a student alerts a TA to a possible unanswerable or misprinted test item, use the following steps:

1. Content-Related Concern (student believes the question cannot be answered)

- Instruct the student to mark the item for review and continue testing.
  - For computer-adaptive tests, students must enter a response to move forward.
- Do not provide clarification or read any part of the item.
- At the end of the Section before submitting, the TA and STC should review the concern and document it.
- Record the content area, course/grade level, item number (if available), test format (paper or online), and a brief description of the issue. Actual item wording must never be included verbally or in writing.
- Provide this information to the STC.
- The student should not submit the Section/Test until the STC provides next steps.

2. Technical Issue (item will not load, freezes, or cannot be interacted with)

- Instruct the student to press the Save button. Mark the item for review and continue, if possible.
- At the end of the Section and before submitting, the TA and STC should contact the Technology Coordinator to troubleshoot the technical problem.
- If the issue cannot be resolved, the Technology Coordinator or STC must contact the Customer Support Center.
- The student should not submit the Section/Test until the issue is resolved.

4.5.6 Lockdowns, Evacuations, and Weather-Related Closures

In all instances of safety and severe weather threats, consult your local evacuation policy. In the event there is a building evacuation, lockdown, or school closure that occurs **before** testing, follow the protocol outlined below:

- Document the situation, noting the event, date and time, students affected, and any other specific details regarding the situation.
- Notify the STC immediately.
- Proceed with testing only if approved by the STC and if the Section can still be completed that day.
    - If the Section cannot be completed, the STC will coordinate and schedule the make-up session.

If a building evacuation, lockdown, or school closure occurs during testing, prioritize student safety above all else and follow the protocol outlined below:

- If leaving the test environment, take necessary steps to ensure the security of the test materials, if time permits.
- Note the time of the disruption so that the remaining time for the Testing Block can be calculated.
- Notify the STC immediately.
- Upon returning to the testing room, proceed with testing only if approved by the STC.
    - Inform students how many minutes remain in the Testing Block.
    - Write (or display) the updated start time and stop time of the Testing Block on the board.
    - Students may resume the test with their original Test Ticket.

4.6 Administer Breaks

During a break, there should NOT be conversations among students, and students are NOT permitted to use electronic devices, play games, or engage in activities that may violate the validity of the test. Students must be supervised at all times during breaks, including short breaks between Sections.

TAs are responsible for ensuring that students are NOT able to see the content on other students' test materials or on other students' testing devices. MSDE policies for breaks are listed in the next Section. Refer to your STC for additional requirements regarding breaks.

4.6.1 Breaks During a Section

The following breaks are permitted during test administration at the discretion of the TA:

- One stretch break of up to three minutes for the entire classroom is allowed during testing for each Testing Block. The end of Testing Block time may be adjusted up to 3 minutes at the end of this break.
- Individual restroom breaks are allowed. Schools should follow their own policy regarding students going to the restroom. It is recommended that no more than one student at a time be allowed to use the restroom, and students should be monitored. Testing Time may NOT be adjusted for restroom breaks, and students should be encouraged to use the restroom prior to beginning the assessment.
- Students are NOT permitted to talk during breaks.

During these breaks, visual blocks should be applied to students' testing devices (e.g., turn off the monitor, tape folders to the screen) instead of having students exit the test or closing their devices. The TA should also ensure the security of students' scratch paper and Mathematics reference sheets (if locally printed).

Frequent breaks: Frequent breaks may be offered as an administration consideration.

4.6.2 Breaks Between Testing Blocks

If your STC scheduled Testing Blocks back-to-back for students, **breaks are highly recommended** between Testing Blocks to stretch, go to the restroom, or get a drink. All students in the Administration must break at the same time between Testing Blocks. The STC may be moving students to the next Section during this break.

4.7 Ending Each Section

4.7.1 Signing Students Out of the Student Interface

As students complete testing each Section, TAs will use the instructions at the end of the administration script to help them sign out of the TDS Secure Browser. TAs may provide navigational guidance as students click through the sign out steps. All students taking LS MISA, ELA/L, Mathematics, or Government assessment, whether finished with the Section or NOT, will be directed to exit the TDS Secure Browser.

4.7.2 Collect Test Materials

Collect student Test Tickets and scratch paper. Count the number of items to ensure each student has returned their student Test Ticket and scratch paper. If a student loses or destroys their student Test Ticket, contact your STC. This Testing Irregularity MUST be reported immediately and documented in TIDE as well as completing MSDE policy document.

Note: Follow your local Chain-of-Custody procedure to ensure all materials have been collected.

4.7.3 Return Materials to STC

The following are materials that must be returned to the STC:

- Student Test Tickets
- Reference sheets, calculators, and tools for administration (if applicable)
- Accommodated test materials (inform the STC of any tests needing transcription)
- Used and unused scratch paper
- Mathematics Human Reader Scripts (secure documents) if applicable

4.8 Make-Up Testing

If a student starts testing and leaves the testing environment (e.g., due to illness, family emergency) without finishing that Section, they may be allowed to resume that Section on a different day within the approved testing window.

Students will NOT be allowed to alter any previously entered or written responses because they may have had the opportunity to review material related to the test. They must pick up exactly where they left off. To allow students taking a Make-up test to sign in to the missed Section, be sure to provide the Session ID for the appropriate test.

In some cases, the STC may move a student into a Make-up Administration with other students from other Administrations of the same content. This will allow all students in that new Make-up Administration to have the same Session ID. This may make it easier to administer Make-up testing.

4.9 Computer Based Script (ELA 10, LS MISA, and Government)

4.9.1 – All Sections

The administration script in Section 4.9.1 will be used for all Sections of the ELA 10, LS MISA, & Government assessments. TAs should review and become familiar with the script before administering the assessment. Be sure to read the directions in the script carefully.

TAs are required to follow the scripts provided in this manual when administering the MCAP assessment. Read the **bolded** instructions in each SAY box word-for-word to students. You may NOT modify or paraphrase any wording in the SAY boxes. Some SAY boxes are outlined with a dashed line; these should ONLY be read aloud if they apply to your students.

ELA 10

Section	Testing Time	Required Materials
Sections 1–4	**280 minutes** **(4) – 70 minute time blocks**	• Student Test Tickets • Session ID • Pencils • Scratch paper

LS MISA and Government

Section	Testing Time	Required Materials
Sections 1–4	160 minutes (4) - 40 minute time blocks	• Student Test Tickets • Session ID • Pencils • Scratch paper • Calculators (See calculator policy)

It is critical to ensure that students have the appropriate accessibility features and accommodations prior to testing. Refer to Section 3.4 for further instructions on how to check accessibility features and accommodations.

TAs must make sure all testing devices are turned on and TDS Secure Browser is launched to the ***Please Sign In*** page. **If headphones are needed as an accessibility feature, make sure they are plugged in prior to launching TDS Secure Browser (except for headphones that are used as noise buffers).**

Record the Session ID, which students will use to log in to the test. The Session ID should be displayed where it is visible to all students. The Session ID will begin with "MD"

Create a Test Session

1. Go to the MSTAR Customer Portal, scroll down, and select *Sign In* under LaunchPad.

2. After logging in, select the *Cambium Assessment*, *Inc*. tile on the Home page.

3. Select *Test Administration*, then log in to the TA Interface using your username and password.

4. Select the test you will be administering and start the session.

5. Record the Session ID, which students will use to log in to the test. The Session ID should be displayed where it is visible to all students and recorded with your required administration information and on your seating chart, if required by your school assessment coordinator. The Session ID will begin with "MD." If the Session ID does not begin with MD, stop the session and repeat steps 1–3 of this section.

Note: As a security measure, test administrators are automatically logged out of the TA Interface after 90 minutes of test administrator and student inactivity. Do not create your session until immediately prior to testing.

Block 1

Say	**Today, you will take the [**Life Science Maryland Integrated Science/Government/ELA 10**] assessment. The test is divided into four Sections.** **Before logging on, let's go over some test rules. You must answer each question on the screen before selecting NEXT. If you are unsure of an answer, provide what you think is the best answer. If you would like to review that answer later, mark the question for review before going on to the next question. You may go back and change the answer during this testing block.** **If you reach the end of your current section before time is called, please raise your hand. I will let you know when you may proceed.** **Only your approved testing device may be at your desk. All other electronic devices are not allowed. If you have any unapproved electronic device with you, including a cell phone, please turn it off and raise your hand.**

Block 2 - 4

Say	**Today, you will resume the [**ELA 10/LS MISA/Government**] assessment.** **Before logging on, remember to answer each question before selecting NEXT. If you are unsure of an answer, choose what you think is best and mark it for review if you want to return to it later. You may go back and change answers within this testing block.** **If you reach the end of your current section before time is called, please raise your hand. I will let you know when you may proceed.** **Only your approved testing device may be at your desk. All other electronic devices must be turned off and put away. If you have an unapproved device, please turn it off and raise your hand.**

If a student raises their hand, collect the electronic device (or follow your school/LEA policy) and store it until the Section is complete. Certain electronic devices may be allowed for accommodations purposes only during testing. Please contact your STC if you have questions regarding electronic devices. Students may NOT have any other programs running before launching TDS Secure Browser. (YouTube®, music streaming, etc.)

Say	**All unapproved electronic devices have been accounted for. The testing environment is now secure.**

The student ***Please Sign In*** screen is displayed as shown below. The computer or device is now ready for the student to begin.



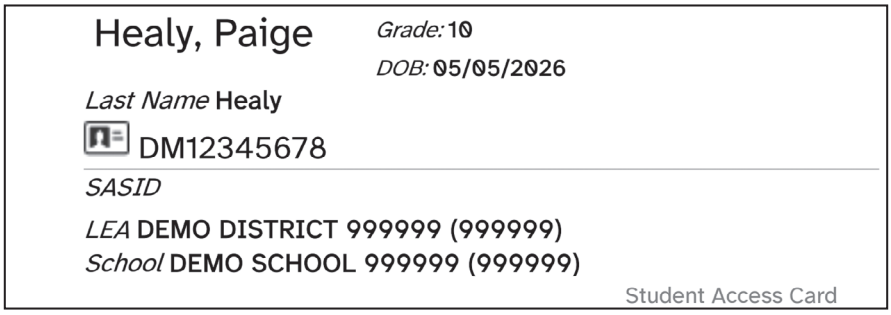
Instructions for Signing In

Say	**Please sit quietly while I distribute your student Test Tickets and scratch paper.** **Do not type anything yet.**

Distribute scratch paper and student Test Tickets. Make sure students have pencils.

Say	**Now, look at your student Test Ticket and make sure it has your correct name, date of birth, and State assigned student ID number on it. Raise your hand if you do NOT have <u>the correct</u> Test Ticket.**

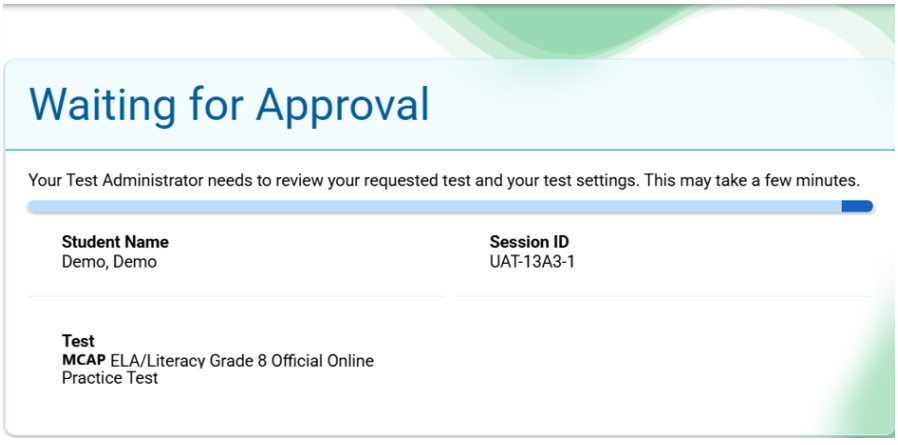
If a student has the wrong Test Ticket, provide the correct student Test Ticket to the student. If you do NOT have the correct student Test Ticket, contact the STC.



Say	**Enter your Last Name and SASID as they appear on your Test Ticket. Click "Sign In." Raise your hand if you need assistance.** *(Pause.)* **Next, you will see a screen that says *"Is This You?."* Verify that the information is correct. If your information is correct, select "Yes" to continue. If the information is not correct, then select "No" and raise your hand.** *(Pause. If the student information is not correct, notify your STC.)* **Next, you will see a screen that says *"Login Session."* Log in by typing the Session ID. The Session ID is displayed for you.** *(Display and say aloud the Session ID. All students will enter the same Session ID. Pause again to make sure all students are in the test.)* **Finally, click "Join Session." Raise your hand if you need assistance.**

Say	**You will now see a screen that says *"Your Tests."* Select the test we are taking today to proceed.** *(Pause)* **While you are waiting for your test to be approved, you will see a *"Waiting for Approval"* screen.** *(Pause)* **Please sit quietly while I approve your tests. Do not click Begin Test Now until I tell you to do so.**

The **Waiting for Approval** screen is displayed for students after they select their test, as shown below.



Circulate throughout the room to ensure all students have successfully landed on the **Waiting for Approval** screen. Assist any students who raise their hands.

In the TDS TA Interface, select the **Approvals** tab to review the list of students ready to begin testing. If necessary, select **Refresh Page** to display all students in your testing room.

Review each student's test settings as needed by selecting the **Test Settings** icon. Accessibility settings and accommodations will be displayed. If changes are required, deny the student's approval request, contact the School Test Coordinator (STC), who will update the student's test settings in TIDE, Refresh Page and proceed with approvals.

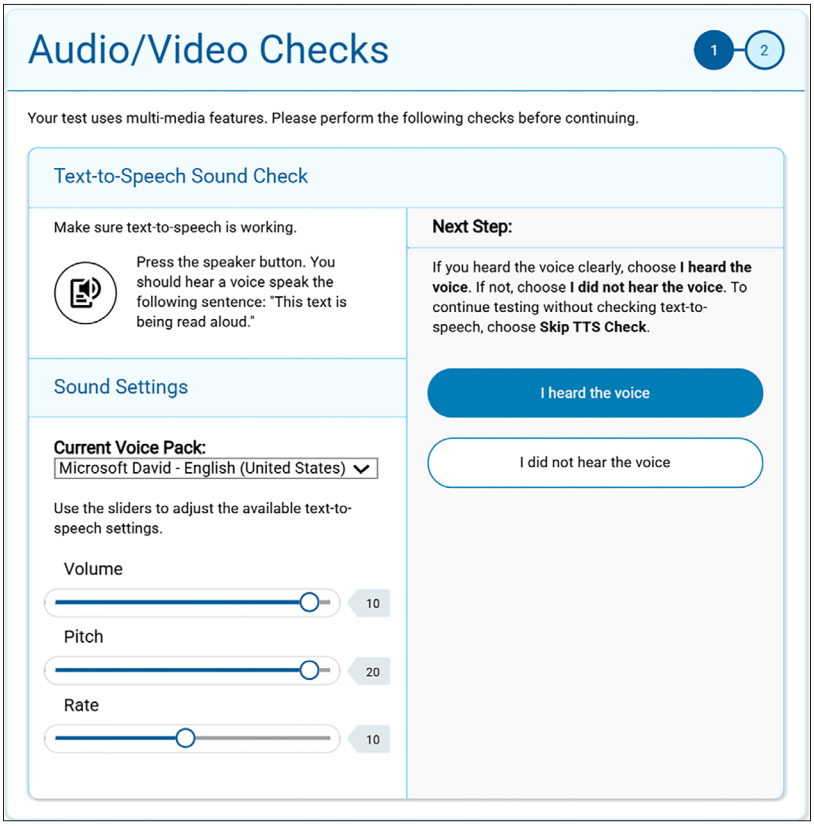
Read the information in the **Important!** pop-up window and select **Yes** to Approve students.

Instructions for Administering all Online Sections

Say	**Now, you should see a screen that says Before You Begin. Do not click Begin Test Now until I tell you to do so.** **Remember these testing rules today:** • **You may not have a cell phone during testing.** • **Do not talk to other students or make any disturbance.** • **Do not look at another student's test materials.** • **Do not ask for or provide help in answering any test questions.** • **Use only approved materials for taking notes.** • **Do not have access to or use any electronic or recording devices at any time during this session, including during breaks.** • **If at any time you need to leave the room, raise your hand. You must turn in your (scratch paper and) test ticket before you leave the room. While outside the testing room, you are not permitted to access any electronic devices or discuss the test with anyone.** **Do not discuss specific test items after the test. This includes any type of electronic communication, such as texting, emailing, or posting to social media sites.** **Now, read silently as I read the Testing Rules Acknowledgment out loud. I understand these testing rules. If I do not follow these rules, my test score may not be counted, and I may not be allowed to test again until the next test administration.** **Now, click the box next to the acknowledgment to indicate that you understand the testing rules.** **Are there any questions?**

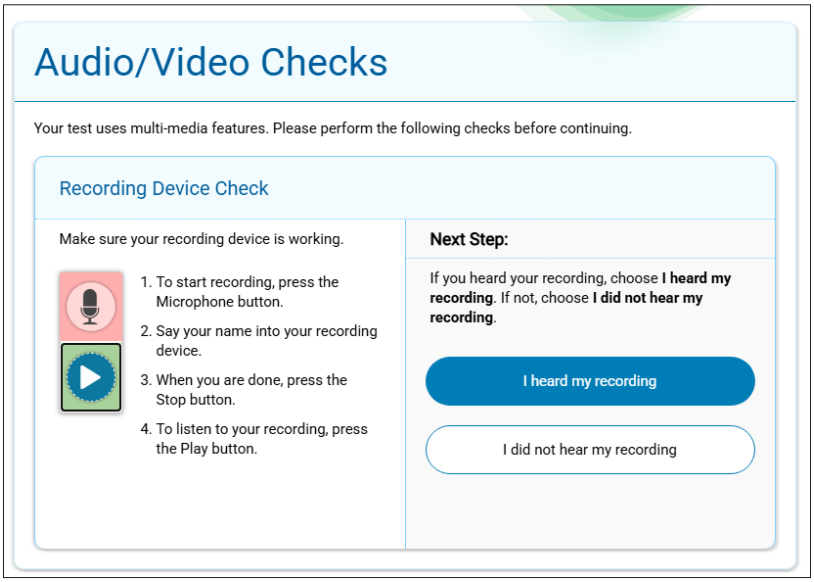
TTS ONLY

Say	**Next you should see a screen that prompts you to check that the sound and video on your computer are working. Put your headphones on and select the triangle PLAY button. If you hear the music and see the moving musical notes, select the I COULD PLAY THE SOUND AND VIDEO button. If not, raise your hand.**



SPEECH TO TEXT ONLY

Say **You should see a screen that prompts you to check that your recording device is working. Put your headphones on and select the icon of the microphone in a circle to record the sound. Follow the rest of the instructions on the screen to record your voice and then listen to your recording. If you hear your voice, select I HEARD MY RECORDING. If not, raise your hand.**



Say	**This is your final warning about cell phones. If you have a phone within your reach, raise your hand and I will collect it now.** *(Pause. Collect any devices.)*

Instructions for Starting the Test

Say	**You will have a 40-minute [ELA: 70-minute] time block to complete this test session. I will help you keep track of the time by recording or displaying the remaining testing time on the board. If you finish early, you may review the answers in this Section only.** **For Block 1-3, read: If you exceed the 40-minute [ELA: 70 minute] time block for this section, you will be able to complete the remaining questions in the next time block. Only unanswered questions are available for responses when returning to this section.** **Are there any questions?** **Select BEGIN TEST NOW at the bottom of the page to start testing.**

Write the starting time and stopping time in the timing box.

	Block 1	Block 2	Block 3	Block 4
Block Number				
Block Testing Time				
Starting Time				
Stopping Time				
Session ID				

Say	**This is your final warning about cell phones. If you have a phone within your reach, raise your hand and I will collect it now.** *(Pause. Collect any devices.)*

Say	**Click Begin Test Now. Then click Next in the upper-left corner of the screen to proceed to the first question. You may now begin working.**

During testing, monitor student progress by viewing the Progress column in the TA Interface, which lists the student's progress through the test as well as the student's test status. This page automatically refreshes every 60 seconds. When the page refreshes, students' statuses and progress through the test are updated. Your attention should not be diverted from students at any time during the test.

Although it is your responsibility to ensure that students are working independently, you are prohibited from reading test content before, during, and after the test.

Do not use cell phones, classroom phones, computers, or other devices (except to monitor student progress or to contact your school assessment coordinator or technology coordinator in case of a technical issue or emergency). Do not check email, grade papers, etc. Your full attention should be on students at all times while you are actively monitoring the testing room.

- Redirect students as necessary (Section 4.5).
- If technology issues occur during testing, assist students as needed. Follow the protocol in Section 4.5, as applicable, if any technology issues cause a disruption.
- Assist students in signing out of the TDS Secure Browser as they complete the Section (Section 4.7).
- If students have questions about an item, tell them, "Do the best you can."
- If students indicate that a test item is NOT functioning appropriately, refer to Section 4.5.

Instructions for Taking a Break During Testing and Testing Interruptions
The following are permitted during test administration at the discretion of the TA:

- One stretch break of up to three minutes for the entire classroom during testing for each Section. The stopping time should be adjusted by no more than three minutes if there is a stretch break.
- Individual restroom breaks during testing (do NOT adjust stop time).

The following security measures must be followed:

- Students must be supervised.
- Student screens must NOT be visible to other students.
- Students are NOT permitted to talk to each other during testing or breaks during testing.
- Students are NOT permitted to use electronic devices, play games, or engage in activities that may compromise the validity of the test.

If taking a three-minute stand and stretch break during the Section:



Stop. You may stand and stretch, but do not talk or look at another student's (scratch paper,) computer screen or device.

After taking a classroom break, be sure students are seated and device screens are visible:



Now, be seated.

Remember, if you finish early, you may go back and check your work in this section only. Make sure you are on the screen where you left off. You may now continue working.

Instructions for When 10 Minutes of Section Time Remain
When 10 minutes of Section time remain:



We are nearing the end of this test block. Please review your answers, including any questions you marked for review now.

Continue to actively proctor while students are testing.

Instructions for Ending the Test

Blocks 1 - 3

Say	**This time block is now over. If you have not finished, select PAUSE, and you will be able to finish at another block.**

Block 4

Say	**The test is now over. Some of you may have submitted your test and some of you may NOT have submitted your test.** **Right now, I need all students to click the Pause button in the upper-right corner which will allow you to pause and exit the test.** *(Pause.)* **A pop-up message will appear. Make sure the message says, "Are you sure you want to pause the test?." At this time, click Yes.**

Say	*(If students are finished testing for the day):* **I will now collect your student Test Ticket and scratch paper.**

IMPORTANT Directions for the TA

Circulate throughout the room to make sure all students have successfully logged out of the TDS Secure Browser. Then, collect student Test Tickets and scratch paper.

If administering another Section on the same day, collect Test Tickets, but allow students to keep other materials and take a short break. If the break exceeds 15 minutes or is the only Section being tested today, collect Test Tickets and all materials. Do NOT allow students to leave the room with Test Tickets or any notes or formula sheets. Once all students have paused or submitted their tests, end the test session by clicking **Stop Session** in the TA Interface. Then log out of the TA Interface by clicking the **Account** drop-down menu and selecting *Logout* in the upper-right corner of the screen.

The TA must return all materials to the STC at the conclusion of testing for the day and provide the names of any absentee students or report any testing irregularities.

4.10 Script for Administering High School Mathematics (Geometry, Algebra I, and Algebra II) - Computer-Based Testing

The administration script in Section 4.10.1 will be used for Section 1 of the Mathematic Tests. The administration script in Section 4.10.1 will be used for Sections 2-4 of the Mathematic Tests. TAs should review and become familiar with the script before administering the assessment. Be sure to read the directions in the script carefully, using the correct number of questions for each specific Section.

TAs are required to follow the scripts provided in this manual when administering the MCAP assessment. Read the **bolded** instructions in each SAY box word-for-word to students. You may NOT modify or paraphrase any wording in the SAY boxes. Some SAY boxes are outlined with a dashed line; these should ONLY be read aloud if they apply to your students.

Section	Testing Time	Required Materials
Section 1—Non-Calculator* **Section 2—Calculator** **Section 3—Calculator** **Section 4—Calculator**	160 minutes (4) - 40 minute time blocks	• Student Test Tickets • Session ID • Pencils • Scratch paper

Note: Calculators are only permitted in Section 1 for students with a document accommodation.

It is critical to ensure that students have the appropriate accessibility features and accommodations prior to testing. Refer to Section 3.4 for further instructions on how to check accessibility features and accommodations.

TAs must make sure all testing devices are turned on and TDS Secure Browser is launched to the ***Please Sign In*** page. **If headphones are needed as an accessibility feature, make sure they are plugged in prior to launching TDS Secure Test Browser (except for headphones that are used as noise buffers).** Record the Session ID, which students will use to log in to the test. The Session ID should be displayed where it is visible to all students. The Session ID will begin with "MD".

Create a Test Session

1. Go to the MSTAR Customer Portal, scroll down, and select *Sign In* under LaunchPad.

2. After logging in, select the *Cambium Assessment, Inc*. tile on the Home page.

3. Select *Test Administration*, then log in to the TA Interface using your username and password.

4. Select the test you will be administering and start the session.

5. Record the Session ID, which students will use to log in to the test. The Session ID should be displayed where it is visible to all students and recorded with your required administration information and on your seating chart, if required by your school assessment coordinator. The Session ID will begin with "MD." If the Session ID does not begin with MD, stop the session and repeat steps 1 -3 of this section.

Note: As a security measure, test administrators are automatically logged out of the TA Interface after 30 minutes of test administrator and student inactivity. Do not create your session until immediately prior to testing.

IMPORTANT: Students in Regular and Accommodated Online Algebra I MUST begin with Section 1 of the assessment. Students in Algebra II, Geometry, and all Text-to-Speech or other accommodated forms should begin with Section 1 but, if necessary, the STC may move the student to a Section out of order.

4.10.1 High School (Algebra I, Geometry, Algebra II) Mathematics – Block 1

Say	**Today, you will take the [**Algebra I, Geometry, Algebra II**] assessment. The test is divided into four sections. During the first section, you will not be permitted to use a calculator. A calculator within the testing system will be available for the remaining sections.** **Before logging on, let's go over some test rules. You must answer each question on the screen before selecting NEXT. If you are unsure of an answer, provide what you think is the best answer. If you would like to review that answer later, mark the question for review before going on to the next question. You may go back and change the answer during this testing block.** **If you reach the end of your current section before time is called, please raise your hand. I will let you know when you may proceed.** **Only your approved testing device may be at your desk. All other electronic devices are not allowed. If you have any unapproved electronic device with you, including a cell phone, please turn it off and raise your hand.**

Say	*(If some students are resuming in Section 1)* **Today, you will resume the [**Algebra I, Geometry, Algebra II**] assessment. Remember, calculators are not permitted during Section 1. A calculator within the testing system will be available for the remaining sections.** **Before logging on, remember to answer each question before selecting NEXT. If you are unsure of an answer, choose what you think is best and mark it for review if you want to return to it later. You may go back and change answers within this testing block.** **If you reach the end of your current section before time is called, please raise your hand. I will let you know when you may proceed.** **Reminder: Only your approved testing device may be at your desk. All other electronic devices must be turned off and put away. If you have an unapproved device, please turn it off and raise your hand.**

Block 2 - 4

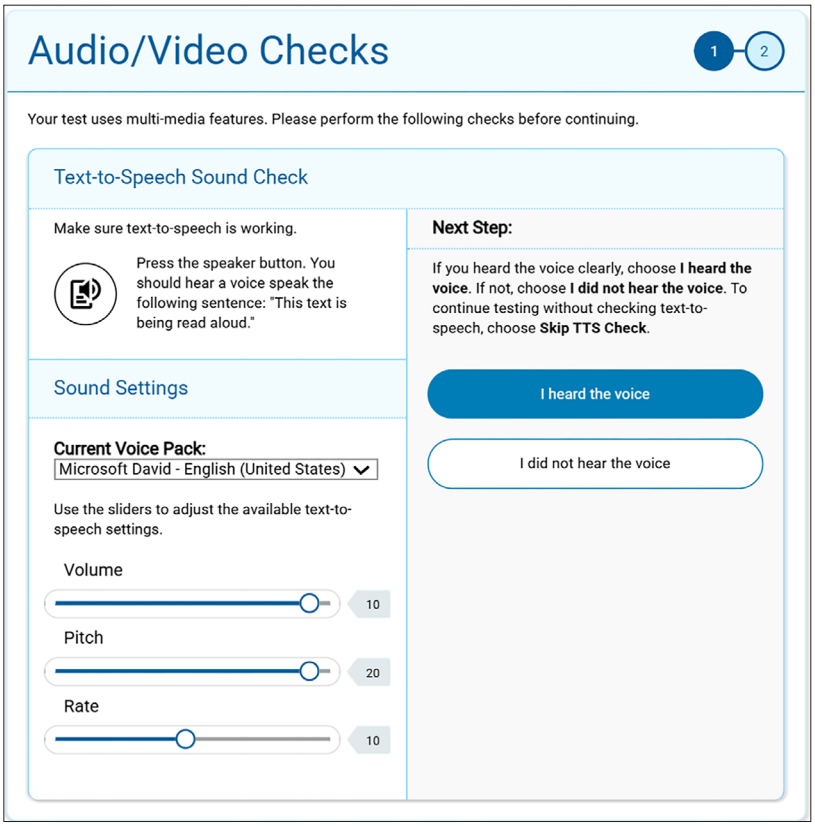
Say	*(If all students are beginning with Section 2 - 4):* **Today, you will resume the [**Algebra I, Geometry, Algebra II**] assessment. A calculator within the testing system will be available for the remaining sections.** **Before logging on, remember to answer each question before selecting NEXT. If you are unsure of an answer, choose what you think is best and mark it for review if you want to return to it later. You may go back and change answers within this testing block.** **If you reach the end of the section before time is called, please pause and wait for the Test Administrator to confirm that you may proceed.** **Only your approved testing device may be at your desk. All other electronic devices must be turned off and put away. If you have an unapproved device, please turn it off and raise your hand.**

If a student raises their hand, collect the electronic device (or follow your school/LEA policy) and store it until the Section is complete. Certain electronic devices may be allowed for accommodations purposes only during testing. Please contact your STC if you have questions regarding electronic devices.

Students may NOT have any other programs running before launching the TDS Secure Browser (YouTube®, music streaming, etc.).

Say **All unapproved electronic devices have been accounted for. The testing environment is now secure.**

TAs should assist students with audio adjustments as needed.



The student ***Please Sign In*** screen is displayed as shown below. The computer or device is now ready for the student to begin.



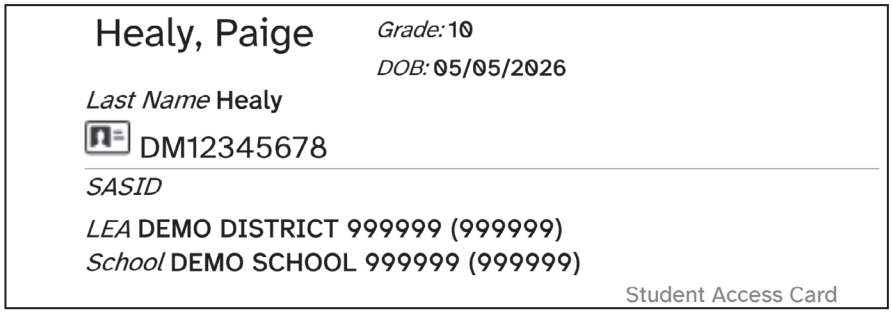
Instructions for Signing In

Say	**Please sit quietly while I distribute your student Test Tickets and scratch paper.** **Do not type anything yet.**

Distribute scratch paper, Mathematics reference sheets (if locally printed), and student testing Test Tickets as well as optional Mathematics tools as applicable. Make sure students have pencils. If a student has a calculator accommodation in their IEP or 504 plan, make sure the student receives the appropriate device. Some students may have a documented accommodation to use the calculator during the non-calculator items and may use that same calculator throughout the entire test.

Say	**Now, look at your student Test Ticket and make sure it has the correct name, date of birth, and State Assigned Student ID number on it. Raise your hand if you do NOT have the correct Test Ticket.**

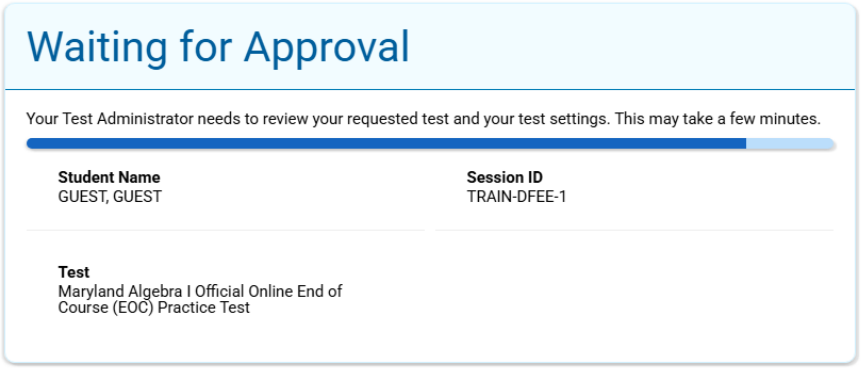
If a student has the wrong Test Ticket, provide the correct student Test Ticket to the student. If you do NOT have the correct student Test Ticket, contact the STC.


Healy, Paige
Grade: 10
DOB: 05/05/2026
Last Name Healy
DM12345678
SASID
LEA DEMO DISTRICT 999999 (999999)
School DEMO SCHOOL 999999 (999999)
Student Access Card

Say	**Enter your Last Name and SASID as they appear on your Test Ticket. Click "Sign In." Raise your hand if you need assistance.** *(Pause.)* **Next, you will see a screen that says *"Is This You?."* Verify that the information is correct. If your information is correct, select "Yes" to continue. If the information is not correct, then select "No" and raise your hand.** *(Pause. If the student information is not correct, notify your STC.)* **Next, you will see a screen that says *"Login Session."* Log in by typing the Session ID. The Session ID is displayed for you.** *(Pause.)* **Finally, click "Join Session." Raise your hand if you need assistance.**

Say	
	You will now see a screen that says *"Your Tests."* Select the test we are taking today to proceed. *(Pause)* **While you are waiting for your test to be approved, you will see a "Waiting for Approval" screen. This includes your first and last name, the Session ID, and the test you will take. If any information looks incorrect, please raise your hand.** *(Pause)* **Please sit quietly while I approve your tests.**

The **Waiting for Approval** screen is displayed for students after they select their test, as shown below.



Circulate throughout the room to ensure all students have successfully landed on the **Waiting for Approval** screen. Assist any students who raise their hands.

In the TDS TA Interface, select the **Approvals** tab to review the list of students ready to begin testing. If necessary, select **Refresh Page** to display all students in your testing room.

Review each student's test settings as needed by selecting the **Test Settings** icon. Accessibility settings and accommodations will be displayed. If changes are required, deny the student's approval request and contact the School Test Coordinator (STC), who will update the student's test settings in TIDE.

Once you have confirmed that all students have signed in correctly, select **Approve All Students**.

Read the information in the **Important!** pop-up window and select **Yes** to allow students to begin testing.

The following directions will cover Section 1 of the Regular Online as well as the Accommodated (i.e., Text-to-Speech) for all Mathematics tests. Please review and mark the manual for the appropriate testing group.

Say	**Now, you should see a screen that says Before You Begin. Do not click Begin Test Now until I tell you to do so.** **Remember these testing rules today:** • **You may not have a cell phone during testing.** • **Do not talk to other students or make any disturbance.** • **Do not look at another student's test materials.** • **Do not ask for or provide help in answering any test questions.** • **Use only approved materials for taking notes.** • **Do not have access to or use any electronic or recording devices at any time during this session, including during breaks.** **Do not discuss specific test items after the test. This includes any type of electronic communication, such as texting, emailing, or posting to social media sites.** **Are there any questions?**

Say	**Now, read silently as I read the Testing Rules Acknowledgment out loud. I understand these testing rules. If I do not follow these rules, my test score may be invalidated and I may not be allowed the opportunity to test again until the next test administration.** **Now, click the box next to the acknowledgment to indicate that you understand the testing rules.**

Say	**This is your final warning about cell phones. If you have a phone within your reach, raise your hand and I will collect it now.** *(Pause. Collect any devices.)* **Now, click Next in the upper-left corner of the screen. This will take you to the first question of the test. You may now begin working.**

Display and say aloud the Session ID. All students will enter the same Session ID. Pause again to make sure all students are in the test.

Say	**You will have a 40-minute time block to complete this test session.** **I will help you keep track of the time by recording or displaying the remaining testing time on the board.** **For Block 1 - 3, read: If you exceed the 40-minute time block for this section, you will be able to complete the remaining questions in the next time block. Only unanswered questions are available for responses when returning to this section.** **Are there any questions?**

Say	**Select BEGIN TEST NOW at the bottom of the page to start testing.**

Create a timing box to include the Block Number, Starting Time, Stopping Time, and Session ID.

	Block 1	Block 2	Block 3	Block 4
Block Number				
Block Testing Time				
Starting Time				
Stopping Time				
Session ID				

Actively proctor while students are testing:

- Redirect students as necessary (Section 4.5.3).
- If technology issues occur during testing, assist students as needed. Follow the protocol in Section 4.5.1, as applicable, if any technology issues cause a disruption.
- Assist students in logging out of the TDS Secure Browser as they complete the Section (Section 4.7.1).
- If students have questions about an item, tell them, "Do the best you can."
- If students indicate that a test item is NOT functioning appropriately, refer to Section 4.5.5.

Instructions for Taking a Break During Testing and Testing Interruptions
The following are permitted during test administration at the discretion of the TA:

- One stretch break of up to three minutes for the entire classroom during testing for each Section. The stopping time should be adjusted by no more than three minutes if there is a stretch break.
- Individual restroom breaks during testing (do NOT adjust stop time).

The following security measures must be followed:

- Students must be supervised at all times during breaks.
- Student screens must NOT be visible to other students.
- Students are NOT permitted to talk to each other during testing or breaks during testing.
- Students are NOT permitted to use electronic devices, play games, or engage in activities that may compromise the validity of the test.

If taking a three-minute stand and stretch break during the Section:



Stop. You may stand and stretch, but do not talk or look at another student's (scratch paper), computer screen or device.

After taking a classroom break, be sure students are seated and device screens are visible:



Now, be seated.

Remember, if you finish early, you may go back and check your work in this section only. Make sure you are on the screen where you left off. You may now continue working.

Instructions for When 10 Minutes of Section Time Remain
When 10 minutes of Section time remain:

Say	**You have 10 minutes remaining. We are nearing the end of this test block. Please review your answers, including any questions you marked for review now.**

Continue to actively proctor while students are testing.

Instructions for Ending the Section
When the Section time is finished or when ALL students are finished and have submitted their test prior to end of the Section time, read the following SAY boxes. Some students will NOT be finished with the Section and others will have Submitted the Section. Be sure that ALL students sign out of the TDS Secure Browser and do NOT simply shut down their computer.

Say	**Blocks 1 - 3** **This time block is now over. If you have not finished, select PAUSE, and you will be able to resume testing during the next testing block.**

Ending for All Online Mathematics Tests

Say	**Block 4** **The test is now over. Some of you may have submitted your test and some of you may NOT have submitted your test.** **Right now I need all students to click the Pause button in the upper-right corner which will allow you to pause and exit the test.** *(Pause.)* **A pop-up message will appear. Make sure the message says, "Are you sure you want to pause the test?." At this time, click Yes.**

Say	*(If students are finished testing for the day):* **I will now collect your student Test Ticket and scratch paper.**

4.11 Script for Administering ELA 10, LS MISA, and Government - Paper Based Testing

4.11.1 – All Sections

The administration script in Section 4.11.1 will be used for all Sections of the ELA 10, LS MISA, & Government Test. TAs should review and become familiar with the script before administering the assessment. Be sure to read the directions in the script carefully, using the correct number of questions for each specific Section.

TAs are required to follow the scripts provided in this manual when administering the MCAP assessment. Read the **bolded** instructions in each SAY box word-for-word to students. You may NOT modify or paraphrase any wording in the SAY boxes. Some SAY boxes are outlined with a dashed line; these should ONLY be read aloud if they apply to your students.

ELA 10

Section	Testing Time	Required Materials
Sections 1–4	**280 minutes** **(4) – 70 minute time blocks**	• Test books • Answer documents • Pencils • Scratch paper

LS MISA and Government

Section	Testing Time	Required Materials
Sections 1–4	160 minutes (4) - 40 minute time blocks	• Test books • Answer documents • Pencils • Scratch paper

Instructions for Preparing to Test

Say	**Today, you will take the [**ELA 10/LS MISA/Government**] assessment.** **You may NOT have any electronic devices at your desk other than your testing device. Making calls, texting, taking pictures, or browsing the internet is NOT permitted. If you are found with an unapproved electronic device during testing, your test may NOT be scored.** **Maryland law prohibits anyone from revealing test questions, and breaking test security rules can lead to serious consequences. You are not allowed to post, share, or upload any test questions or test content anywhere online. This includes social media, websites, apps, or AI tools. Sharing secure test content is considered cheating and will cause your test to be invalidated.** **Any student who engages in any activities during testing that result in invalidation of scores may be ineligible to retake the test until the next official testing opportunity.** **If you currently have any unapproved electronic devices—including but not limited to cell phones, smartwatches, or smart glasses—please turn them off now and raise your hand so they can be collected.**

If a student raises their hand, collect the electronic device (or follow your school/LEA policy) and store it until the Section is complete. Certain electronic devices may be allowed for accommodations purposes only during testing. Contact your STC if you have questions regarding electronic devices.

Say	**Please sit quietly while I distribute the test materials.**

Distribute scratch paper, wooden No. 2 pencils, and approved accessibility/accommodations tools, if needed for certain students. Then, distribute test books and answer documents.

Say	*(If Section 1 read):* **Write your first and last name at the top of your test book and answer document in Box A.** *(If Section 2, 3, and 4 read):* **Check to make sure your first and last name is written at the top of your test book and answer document in Box A.**

Make sure each student has written their name on the test book and answer document. If necessary, assist students with making sure they are using the test book and answer document that belong to them.

Instructions for Administering Each Section

Say	**Using the Section Tabs on the edge of the page, open your test book to the first page of Section __** *(fill in the appropriate Section number)* **and follow along while I read the directions. Do NOT turn the page until I tell you to do so.** **Today, you will take Section __** *(fill in the appropriate Section number)* **of the Life Science Maryland Integrated Science Assessment.** **Read each passage and question. Then, follow the directions to answer each question. Mark your answers by completely filling in the circles in your answer document. Do NOT make any pencil marks outside of the circles. If you need to change an answer, be sure to erase your first answer completely.** **One of the questions may ask you to write a response. Write your response in the space provided in your answer document. Only responses written within the space provided will be scored.** **If you do NOT know the answer to a question, you may go on to the next question. If you finish early, you may review your answers and any questions you did NOT answer in this Section ONLY. Do NOT go past the stop sign.**

Say	**This is the end of the directions in your test book.** **When you see a GO ON sign in your test book, you may go on to the next page. When you reach the STOP sign in your test book, do NOT go on until directed to do so.** **Examples of the GO ON and STOP signs are posted on the board.**

Answer student questions.

Create a timing box to include the Block Number, Starting time, and Stopping time for students (Figure 3.0 Timing Box Example)

	Block 1	Block 2	Block 3	Block 4
Block Number				
Block Testing Time				
Starting Time				
Stopping Time				
Session ID				

Say	**You will have a 40-minute time block to complete this test session.** **I will help you keep track of the time by recording or displaying the remaining testing time on the board.** **Are there any questions?** **Turn to the next page. You may begin working now.**

Your attention should not be diverted from students at any time during the test.

Although it is your responsibility to ensure that students are working independently, you are prohibited from reading test content before, during, and after the test.

Do not use cell phones, classroom phones, computers, or other devices (except to monitor student progress or to contact your school assessment coordinator or technology coordinator in case of a technical issue or emergency). Do not check email, grade papers, etc. Your full attention should be on students at all times while you are actively monitoring the testing room.

- Redirect students as necessary (Section 4.5).
- Collect test materials as students complete testing.
- If students have questions about an item, tell them, “Do the best you can.”
- If students indicate that a test item seems irregular, refer to Section 4.5.

Ensure students do NOT move to other Sections.

Instructions for Taking a Break During Testing

The following are permitted during test administration at the discretion of the TA:

- One stretch break of up to three minutes for the entire classroom during testing for each Section. The stopping time should be adjusted by no more than three minutes if there is a stretch break.
- Individual restroom breaks during testing (do NOT adjust stop time).

The following security measures must be followed:

- Students must be supervised.
- Test books and answer documents must be closed or covered.
- Students are NOT permitted to talk to each other during testing or breaks during testing.
- Students are NOT permitted to use electronic devices, play games, or engage in activities that may compromise the validity of the test.

If taking a three-minute stand and stretch break during the Section:

Say	**Please stop testing, place your scratch paper in your answer document, place the answer document in the test book, and close your test book. We will take a silent three minute stretch break. No talking is allowed.**

After taking a classroom break, ensure students open their test books and answer documents and continue testing where they left off.

Say	**Now, be seated.** **Open your test books and answer documents and continue testing.**

Instructions for When 10 Minutes of Section Time Remain
When 10 minutes of Section time remain:

Say	**You have 10 minutes remaining.**

Continue to actively proctor while students are testing.

Instructions for Ending the Section
When the Section time is finished, read the following SAY boxes if there are students still actively testing.

Say	**Please stop working. This time block is now over. Close your test book and answer document.** **I will now collect your test materials.**

- Collect test books, answer documents, scratch paper, testing tools, and accessibility/ accommodations tools (as needed) from students.
- If testing another Section on the same day, take a break and then read the entire directions to begin the next Section. At that time, materials and test books may be redistributed.
- After all testing has ended for the day, return all test materials to your STC. Report any missing materials and absent students.
- Report any testing irregularities to your STC.

Note: If you are administering more than one Section during the same day, allow students to take a short break (e.g., restroom break, stretch break) or extended break (e.g., lunch). Test books and answer documents should be collected. The TA must remain with the test books and answer documents at all times unless they are secured. Once students have returned and are seated, read the script to move on to the next Section.

4.12 Script for Administering High School (Geometry, Algebra I, and Algebra II) Mathematics - Paper-Based Testing

4.12.1 High School (Geometry, Algebra I, Algebra II) Mathematics – Section 1

The administration script in Section 4.12.1 will be used for Section 1 of the Mathematic Tests. The administration script in Section 4.12.2 will be used for Sections 2-4 of the Mathematic Tests. TAs should review and become familiar with the script before administering the assessment. Be sure to read the directions in the script carefully, using the correct number of questions for each specific Section.

TAs are required to follow the scripts provided in this manual when administering the MCAP assessment. Read the **bolded** instructions in each SAY box word-for-word to students. You may NOT modify or paraphrase any wording in the SAY boxes. Some SAY boxes are outlined with a dashed line; these should ONLY be read aloud if they apply to your students.

	Testing Time	Required Materials
Section 1—Non-Calculator* Section 2—Calculator Section 3—Calculator Section 4—Calculator	160 minutes (4) – 40 minute time blocks	• Test books • Answer documents • Mathematics reference sheets • Pencils • Scratch paper
End of Section 1 – Students **Stop**		

Note: Calculators are only permitted in Section 1 for students with a document accommodation.

Instructions for Preparing to Test

Say	**Today, you will take the Mathematics assessment.** **You may NOT have any electronic devices at your desk other than your testing device. Making calls, texting, taking pictures, or browsing the internet is NOT permitted. If you are found with an unapproved electronic device during testing, your test may NOT be scored.** **Maryland law prohibits anyone from revealing test questions, and breaking test security rules can lead to serious consequences. You are not allowed to post, share, or upload any test questions or test content anywhere online. This includes social media, websites, apps, or AI tools. Sharing secure test content is considered cheating and will cause your test to be invalidated.** **Any student who engages in any activities during testing that result in invalidation of scores may be ineligible to retake the test until the next official testing opportunity.** **If you currently have any unapproved electronic devices—including but not limited to cell phones, smartwatches, or smart glasses—please turn them off now and raise your hand so they can be collected.**

If a student raises their hand, collect the electronic device (or follow your school/LEA policy) and store it until the Section is complete. Certain electronic devices may be allowed for accommodations purposes only during testing. Contact your Test Coordinator if you have questions regarding electronic devices.

Say	**Please sit quietly while I distribute the test materials.**

Distribute scratch paper, wooden No. 2 pencils, and approved accessibility/accommodations tools, if needed for certain students. Then, distribute all test materials (see required materials list on previous page).

Say	**Write your first and last name at the top of your test book and answer document in Box A.**

Make sure that each student has written their name on the test book and answer document.

Instructions for Administering Section 1

Say	**Using the Section Tabs on the edge of the page, open your test book to the first page of Section 1 and follow along while I read the directions.** **Today, you will take Section 1 of the Mathematics Test.** **You will NOT be allowed to use a calculator in this Section.** **Read each question. Then, follow the directions to answer each question. Mark your answers by completely filling in the circles in your answer document. Do NOT make any pencil marks outside of the circles. If you need to change an answer, be sure to erase your first answer completely.** **If a question asks you to show or explain your work, you must do so to receive full credit. Only responses written within the space provided will be scored.** **If you do NOT know the answer to a question, you may go on to the next question. If you finish early, you may review your answers and any questions you did NOT answer in this Section ONLY. Do NOT go past the stop sign.** **Turn to the next page while I continue to read the directions.** **Directions for Completing the Answer Grids** **1. Work the problem and find an answer.** **2. Write your answer in the boxes at the top of the grid.** **3. Print only one number or symbol in each box. Do NOT leave a blank box in the middle of an answer.** **4. Under each box, fill in the circle that matches the number or symbol you wrote above. Make a solid mark that completely fills the circle.** **5. Do NOT fill in a circle under an unused box.** **6. Fractions cannot be entered into an answer grid and will NOT be scored. Enter fractions as decimals.** **7. See below for examples on how to correctly complete an answer grid.**

Say	**This is the end of the directions in your test book.** **When you see a GO ON sign in your test book, you may go on to the next page. When you reach a STOP sign in your test book, do NOT go on until directed to do so.** **Examples of the GO ON and STOP signs are posted on the board.**

Say	**Do you have any questions?**

Answer student questions.

Create a timing box to include the Block Number, Starting time, and Stopping time for students (Figure 3.0 Timing Box Example)

	Block 1	Block 2	Block 3	Block 4
Block Number				
Block Testing Time				
Starting Time				
Stopping Time				
Session ID				

Say	**You will have 40 minutes to complete this Block. I will let you know when you have 10 minutes of testing time left.** **Turn to the next page. You may begin working now.**

Your attention should not be diverted from students at any time during the test.

Although it is your responsibility to ensure that students are working independently, you are prohibited from reading test content before, during, and after the test.

Do not use cell phones, classroom phones, computers, or other devices (except to monitor student progress or to contact your school assessment coordinator or technology coordinator in case of a technical issue or emergency). Do not check email, grade papers, etc. Your full attention should be on students at all times while you are actively monitoring the testing room.

- Redirect students as necessary (Section 4.5.3).
- Collect test materials as students complete testing (Section 4.7.2).
- If students have questions about an item, tell them, “Do the best you can.”
- If students indicate that a test item seems irregular, refer to Section 4.5.5.

Instructions for Taking a Break During Testing

The following are permitted during test administration at the discretion of the TA:

- One stretch break of up to three minutes for the entire classroom during testing for each Section. The stopping time should be adjusted by no more than three minutes if there is a stretch break.
- Individual restroom breaks during testing (do NOT adjust stop time).

The following security measures must be followed:

- Students must be supervised at all times during breaks.
- Test books and answer documents must be closed or covered.
- Students are NOT permitted to talk to each other during testing or breaks during testing.
- Students are NOT permitted to use electronic devices, play games or engage in activities that may compromise the validity of the test.

If taking a three-minute stand and stretch break during the Section:

Say	**Please stop testing, place your scratch paper in your answer document, place the answer document in the test book, and close your test book. We will take a silent three minute stretch break. No talking is allowed.**

After taking a classroom break, ensure students open their test books and answer documents and continue testing where they left off.

Say	**Now, be seated.** **Open your test books and answer documents and continue testing.**

Instructions for When 10 Minutes of Section Time Remain
When 10 minutes of Section time remain:

Say	**You have 10 minutes remaining.**

Continue to actively proctor while students are testing.

Instructions for Ending the Section
When the Section time is finished, read the following SAY boxes if there are students still actively testing.

Say	**Block 1 - 3** **Please stop working. This time block is now over. Close your test book and answer document.** **I will now collect your test materials.**
	Block 4 **Testing for Section __ is now complete.**

- Collect all test materials from students.
- If testing another Section on the same day, collect Test Books and Answer Documents, but do NOT return all test materials to the STC until testing for the day is completed.
- Return all test materials to your STC once testing is completed for the day. Report any missing materials and absent students.
- Report any testing irregularities to your STC.

Note: If you are administering more than one Section during the same day, allow students to take a short break (e.g., restroom break, stretch break) or an extended break (e.g., lunch). Test books and answer documents should be collected. The TA must remain with the test books and answer documents at all times unless they are secured. Once students have returned and are seated, read the script to move on to the next Section.

4.12.2 High School Mathematics – Sections 2–4

Test administration scripts for high school Section 1 are in Section 4.12.1.

Instructions for Preparing to Test

Say	**Today, you will take the Mathematics assessment.** **You may NOT have any electronic devices at your desk other than your testing device. Making calls, texting, taking pictures, or browsing the internet is NOT permitted. If you are found with an unapproved electronic device during testing, your test may NOT be scored.** **Maryland law prohibits anyone from revealing test questions, and breaking test security rules can lead to serious consequences. You are not allowed to post, share, or upload any test questions or test content anywhere online. This includes social media, websites, apps, or AI tools. Sharing secure test content is considered cheating and will cause your test to be invalidated.** **Any student who engages in any activities during testing that result in invalidation of scores may be ineligible to retake the test until the next official testing opportunity.** **If you currently have any unapproved electronic devices—including but not limited to cell phones, smartwatches, or smart glasses—please turn them off now and raise your hand so they can be collected.**

If a student raises their hand, collect the electronic device (or follow your school/LEA policy) and store it until the Section is complete. Certain electronic devices may be allowed for accommodations purposes only during testing. Contact your Test Coordinator if you have questions regarding electronic devices.

Say	**Please sit quietly while I distribute the test materials.**

Remember that students wrote their names on their test books and answer documents in the previous Section. Be sure to distribute test books and answer documents to the correct students and NOT randomly.

Distribute scratch paper, wooden No. 2 pencils, and approved accessibility/accommodations tools, if needed for certain students. Then, distribute all test materials (see required materials list above).

Say	**Check to make sure your name is written at the top of your test book and answer document.** *(Pause.)* **Please raise your hand if your name is NOT at the top of your test book or answer document.**

Make sure that each student has received their own test book and answer document. If necessary, assist students with making sure they are using the test book and answer document that belong to them.

Instructions for Administering Sections 2–4

Say	**Using the Section Tabs on the edge of the page, open your test book to the first page of Section ___** *(fill in the appropriate Section number)* **and follow along while I read the directions.** **Today, you will take Section __** *(fill in the appropriate Section number)* **of the [**Algebra I/ Geometry/Algebra II**] Mathematics Test.** **You will be allowed to use a calculator in this Section.** **Read each question. Then, follow the directions to answer each question. Mark your answers by completely filling in the circles in your answer document. Do NOT make any pencil marks outside of the circles. If you need to change an answer, be sure to erase your first answer completely.** **If a question asks you to show or explain your work, you must do so to receive full credit. Only responses written within the space provided will be scored.** **If you do NOT know the answer to a question, you may go on to the next question. If you finish early, you may review your answers and any questions you did NOT answer in this Section ONLY. Do NOT go past the stop sign.** **Turn to the next page while I continue to read the directions.** **Directions for Completing the Answer Grids** **1. Work the problem and find an answer.** **2. Write your answer in the boxes at the top of the grid.** **3. Print only one number or symbol in each box. Do NOT leave a blank box in the middle of an answer.** **4. Under each box, fill in the circle that matches the number or symbol you wrote above. Make a solid mark that completely fills the circle.** **5. Do NOT fill in a circle under an unused box.** **6. Fractions cannot be entered into an answer grid and will NOT be scored. Enter fractions as decimals.** **7. See below for examples on how to correctly complete an answer grid.**

Say	**This is the end of the directions in your test book.** **When you see a GO ON sign in your test book, you may go on to the next page. When you reach the STOP sign in your test book, do NOT go on until directed to do so.** **Examples of the GO ON and STOP signs are posted on the board.**

Say	**Do you have any questions?**

Answer student questions.

Create a timing box to include the Block Number, Starting time, and Stopping time for students (Figure 3.0 Timing Box Example)

	Block 1	Block 2	Block 3	Block 4
Block Number				
Block Testing Time				
Starting Time				
Stopping Time				
Session ID				

Say	**You will have 40 minutes to complete this Section. I will let you know when you have 10 minutes of testing time left.** **Turn to the next page. You may begin working now.**

Your attention should not be diverted from students at any time during the test.

Although it is your responsibility to ensure that students are working independently, you are prohibited from reading test content before, during, and after the test.

Do not use cell phones, classroom phones, computers, or other devices (except to monitor student progress or to contact your school assessment coordinator or technology coordinator in case of a technical issue or emergency). Do not check email, grade papers, etc. Your full attention should be on students at all times while you are actively monitoring the testing room.

- Redirect students as necessary (Section 4.5.3).
- Collect test materials as students complete testing (Section 4.7.2).
- If students have questions about an item, tell them, “Do the best you can.”
- If students indicate that a test item seems irregular, refer to Section 4.5.5.

Instructions for Taking a Break During Testing
The following are permitted during test administration at the discretion of the TA:

- One stretch break of up to three minutes for the entire classroom during testing for each Section. The stopping time should be adjusted by no more than three minutes if there is a stretch break.
- Individual restroom breaks during testing (do NOT adjust stop time).

The following security measures must be followed:

- Students must be supervised at all times during breaks.
- Test books and answer documents must be closed or covered.
- Students are NOT permitted to talk to each other during testing or breaks during testing.
- Students are NOT permitted to use electronic devices, play games, or engage in activities that may violate the validity of the test.

If taking a three-minute stand and stretch break during the Section:

Say	**Please stop testing, place your scratch paper in your answer document, place the answer document in the test book, and close your test book. We will take a silent three minute stretch break. No talking is allowed.**

After taking a classroom break, ensure students open their test books and answer documents and continue testing where they left off.

Say	**Now, be seated.** **Open your test books and continue testing.**

Instructions for When 10 Minutes of Section Time Remain
When 10 minutes of Section time remain:

Say	**You have 10 minutes remaining.**

Continue to actively proctor while students are testing.

Instructions for Ending the Section
When the Section time is finished, read the following SAY boxes if there are students still actively testing.

Say	**Please stop working. The testing block is now over. Close your test book and answer document.** **I will now collect your test materials.**

- Collect all test materials from students who still have test books and materials.
- If testing another Section on the same day, take a break and then read the script to begin the next Section. At that time, materials and test books may be redistributed.
- After all testing has ended for the day, return all test materials to your STC. Report any missing materials and absent students.
- Report any testing irregularities to your STC.

Note: If you are administering more than one Section during the same day, allow students to take a short break (e.g., restroom break, stretch break) or extended break (e.g., lunch). Test books and answer documents should be collected. The TA must remain with the test books and answer documents at all times unless they are secured. Once students have returned and are seated, read the script to move on to the next Section.

5.0 AFTER Completion of Each Testing Day

5.1 Checklist of Tasks for TAs to Complete AFTER Testing

This Section describes activities TAs must complete after testing.

Testing Day	Reference
❑ Ensure all materials have been returned after testing.	Section 5.2
❑ Provide the School Test Coordinator (STC) with all documentation required to report any testing irregularity or security breach.	Section 2.2.2

5.2 Return Materials to the STC

Upon returning test materials to the STC, make sure that each student has written their name on their test book and answer document. The following materials must be returned to the STC:

- *TA Manual* (after all Sections are completed)
- Test books
- Answer documents
- Reference sheets
- Mathematics tools, if applicable (e.g., calculators)
- Accommodated test materials
- Used and unused scratch paper

Notify STC of any students who will need to make up the Section(s) tested that day.

6.0 Accessibility Features and Accommodations

Schools in Maryland must refer to *MAAAM* for full information about identifying and administering accessibility features and accommodations.

6.1 Test Administration of Accessibility Features and Accommodations

In the *MAAAM*, guidance is provided for STCs and TAs on the before, during, and after testing activities necessary for the successful administration of each accessibility feature and accommodation.

6.2 Before Testing: Preparing for Accessible Test Administration

If you will be administering any accessibility features or accommodations be sure you receive the proper training and materials from your STC. Ask your STC for a list of any students in your group receiving accessibility features and/or accommodations.

If you will be administering any of the accommodations/accessibility features below, review the corresponding documentation.

Accommodation	*Maryland Assessment, Accessibility, & Accommodations Manual (MAAAM)* References
Human Reader	**Appendix E**: Test Administration Protocol for the Human Reader Accommodation for English Language Arts/Literacy Assessments, and the Human Reader Accessibility Feature for Mathematics Assessments **Human Reader scripts (for Mathematics only)**: These are secure materials which are NOT included in this manual. These must be indicated on the Local Student and Accommodations File in order to be shipped in the initial order with secure test materials. An additional order (AO) must be placed if these scripts are NOT available for the assessment. Scripts are required to ensure Mathematics assessments are read consistently.
Human Scribe	**Appendix B**: Protocol for the Use of the Scribe Accommodation, used to ensure consistency of scribing and transcription
Human Signer	**Appendix J**: Human Signer Guidelines give guidance to signers to ensure consistency in administration
Extended Time	**Appendix C**: Guidance for Selecting and Administering the Extended Time Accommodation
Large Print and Braille	**3d- 3f**: Assessments for students who are blind or visually impaired
Assistive Technology (Screen Reader and Non-Screen Reader)	**Assistive Technology Guidance** available on the MSTAR Portal at: https://mstar.mdassessments.com./technology-setup/

See a list of accommodated materials below:

What is included in a Spanish Mathematics Test Kit?

- Spanish test book
- Spanish answer document
- Spanish Mathematics reference sheet
- English test book

What is included in an English or Spanish Large Print Test Kit?

- Large Print TA script
- Large Print test book
- Answer document
- Large Print Mathematics reference sheet

What is included in the English or Spanish Human Reader Test Kit?

- Human Reader script (Mathematics only)
- 2 standard test books
- Answer document
- Mathematics reference sheet

Note: If you order a Large Print Spanish Math or Spanish Human Reader Test Kit, you will receive Spanish versions of each item in the kit.

What is included in a Braille Test Kit

- Braille TA script
- Braille notes/special instructions
- Braille test book
- Standard test book
- Standard answer document
- Braille Mathematics reference sheet
- Braille ruler (Mathematics only)
- Braille protractor (Mathematics only)
- Additional braille paper
- Duplicate pages (when appropriate)

6.3 During Testing: Test Administration of Accessibility Features and Accommodations

The *MAAAM* outlines administration directions for each accessibility feature and accommodation. The following accessibility features and accommodations require actions by the TA during testing.

TAs may provide the following accessibility features to a student during testing:

- General Administration Directions Read Aloud, Repeated, or Clarified as Needed
- Redirect Student to the Test
- Human Reader for the Mathematics Assessment must be administered using the Human Reader script
- Human Signer for the Mathematics Assessment

TAs may need to provide the following accommodations to a student with an IEP/504 plan during testing:

- Human Reader for ELA/L
- Human Signer for ELA/L
- Human Signer for Test Directions
- Human Scribe for Dictated Responses
- Human Scribe for Signed Responses
- Extended Time
- Monitor Test Response

TAs may need to provide the following accommodations to a Multilingual Learner during testing:

- Extended Time
- Human Scribe for Mathematics
- General Administration Directions Read Aloud, Repeated, or Clarified as needed in Student's Native Language
- Human Reader for the Mathematics Assessments in Spanish *(identified in advance)* must be administered using the Human Reader script

Special Accommodations Circumstances During Testing
Reference the following appendices of the *MAAAM* for special circumstances regarding accommodations:

- **Appendix H**: Emergency Accommodation Form for State Assessments
  - An emergency accommodation may be appropriate for a student who incurs a temporary disabling condition that interferes with test performance shortly before or within the MCAP assessment window (e.g., a student breaks their arm and needs a scribe).
- **Appendix I**: Student Accommodation Refusal Form
  - If a student refuses the accommodation(s) listed in their IEP, 504 plan, or, if required by your state, ML plan, the school must document in writing that the student refused the accommodation(s). However, the accommodation(s) must be offered and remain available to the student during the test administration.

Contact your STC if either of these circumstances occurs.

6.4 After Testing: Completing Accessible Test Administration

After testing, your STC may ask you to assist with transcription of student responses or other after testing activities for accessibility features and accommodations. Remember, accommodated student responses (e.g., AT, scribe) are secure and must be treated as secure test materials.

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Appendix A
Glossary of Terminology

Glossary of Terminology

This glossary contains specific terms used throughout this manual. The manual covers Maryland policies, and there are additional state-specific policies in **Appendix C** of the *Test Coordinator Manual*.

Term	Definition
Accessibility Features	Accessibility features are tools or preferences that are either built into the assessment system or provided externally by TAs. Accessibility features can be used by any student taking the MCAP assessments. A small selection of accessibility features available to all students need to be identified in advance.
Accommodations	An accommodation is an assessment practice or procedure that changes the presentation, response, setting, and/or timing and scheduling of assessments. Accommodations are intended to remove barriers that may exist due to a student's disability or level of English proficiency. Accommodations must be listed in the student's approved IEP, 504 plan, or ML plan.
Accommodator	Accommodator is an individual who, under the direction of the TA, provides specific accommodations that are documented in a student's IEP, 504 plan, or ML plan.
TIDE	A centralized website for managing student accessibility features, accommodations, and assignment tags, monitoring test progress, managing orders and rosters, and processing test resets and invalidations.
Administration Time	Administration time is the total time schools should schedule for each Section, including the Testing Block time and the approximate times shown in Table 2.0 for reading directions, answering questions, distributing materials, closing Sections, and collecting test materials.
IEP, 504 Plan, or ML Plan	IEP refers to Individualized Education Program plan. It is a program developed to ensure that a student who has a disability and is attending an elementary or secondary educational institution receives specialized instruction and related services. The 504 plan refers to a plan developed to ensure that a student who has a disability and is attending an elementary or secondary educational institution receives accommodations that will ensure their academic success and access to the learning environment. A Multilingual Learner (ML) plan refers to a plan developed to ensure that a student who is learning English has equal rights and access to a high-quality education.
LaunchPad	The website serves as a single sign on entry point to TIDE and TDS Secure Browser and used by schools and LEAs participating in MCAP assessments. It is also used for Importing users and uploading student demographics.
Local Accountability Coordinator (LAC)	The LAC is the individual at the LEA/district level responsible for the overall coordination of test administration. For the purpose of this manual, the term LAC is used. In LEA 24 schools, the tasks for this role would be the responsibility of the STC.
Local Educational Agency (LEA 24)	Commonly referred to as the "non-public" schools or LEA 24 schools.
Local Educational Agency (LEA)	Commonly referred to as a school district.
Test Settings and Tools File	This is the data file for enrolling students as well as including the accessibility features and accommodations that are needed to take an MCAP assessment.

Term	Definition
Maryland Comprehensive Assessment Program (MCAP)	The overarching program name for all state assessments created by Maryland educators. The MCAP will include tests in English Language Arts/Literacy, Mathematics, Life Science (LS) MISA, and Government.
Mathematics Tools for Administration	Mathematics tools for administration include rulers and protractors, Mathematics reference sheets, and Geometry tools. Mathematics tools for accommodations may include large print ruler, braille ruler, tactile compass, or braille protractor. See the *MAAAM* for more information on Mathematics tools for accommodations.
Multilingual Learner (ML)	Effective March 2024, Maryland State Department of Education (MSDE) transitioned terminology from "English learner" (EL) to "multilingual learner" (ML).
Non-secure	Test materials that have been made available to the public include Practice Tests, manuals and user guides. The availability of non-secure materials does not compromise test security or score validity.
Session ID	A secure code provided by the Test Administrator that a student needs to enter the test.
Section	Each content area of the state assessments is comprised of Sections. A test section is a distinct part of an assessment that contains a specific set of items and instructions. Students complete the items within that section and may resume the same section on a subsequent day if needed.
Testing Block Time	A testing block is a designated period of time during which students are scheduled to complete a specific portion or section of an assessment. It defines the structured window for administration and ensures consistency across testing sessions.
Secure	A test item, reading passage, or test that has not been made available to the public. It also includes test items and student responses. For the paper-based administration, secure materials refer to test book and answer documents. For both the paper-based and computer-based administrations, secure materials also refer to Mathematics reference sheets written on by students and scratch paper written on by students.
Roster	A roster is a grouping of students that can be used to either used within TIDE system to assist with test preparation or access test results in the Centralized Reporting System (CRS). TAs must have students rostered to them to see their test results in CRS.
Testing Environment	All aspects of the test surroundings during testing, this includes what a student can see, hear, or access.
Test Delivery System (TDS)	The Test Delivery System (TDS) has two components; the Test Administrator (TA) Interface and the Student Interface. Test administrators use the TA Interface to create and manage test sessions. Students use the Student Interface in the TDS Secure Browser to access the testing site.
TDS Secure Browser	The application used to administer the computer-based state assessment is available at https://md.cambiumtds.com/student.

Appendix B

State Test & Survey Administration Compliance and Non-Disclosure Agreement

Maryland
STATE DEPARTMENT OF EDUCATION

State Test & Survey Administration Compliance and Non-Disclosure Agreement

This form must be signed by all individuals who will have access to any Maryland State Department of Education (MSDE)–sponsored testing and survey materials, including the Maryland School Survey. This includes:

- School Test Coordinators (STCs) or Survey Administrators (SAs);
- Test Administrators/Examiners (TAs/TEs);
- Persons designated as Proctors;
- Instructional Assistants or other personnel who provide accommodations to students with disabilities and/or students who are Multilingual Learners (ML); and
- Teachers or others who support MSDE-sponsored test and/or survey administration or who have access to secure materials.

Only individuals who are employees or agents of the school district and who have signed this form may supervise, administer, proctor, or assist with the administration of the test or survey. The school system must retain completed forms on file as specified in the Code of Maryland Regulations (COMAR) 13A.03.04.03D(3).

This is to certify that:

- I have been trained for my role in the upcoming testing or survey administration by a trainer authorized by my school district. I am familiar with, and agree to abide by, all regulations governing test administration and data reporting policies and procedures set forth in both COMAR 13A.03.04 and my local school system.
- I understand and agree that:
  - **Secure Materials:** Copies of MSDE testing and survey materials, including items and other documents that are identified as secure, are confidential and must always be kept secure. Unauthorized access, use, transportation, duplication, or reproduction of any portion of these materials is prohibited.
  - **Discussion or Documentation of Content:** Making notes about test or survey content, creating answer keys, writing about items, or discussing items with individuals not involved in administration (including reading passages) is prohibited. I will not disseminate any part of the test or survey materials for examination or use by any other party.
  - **Assistance or Influence**: I will not provide or alter answers, provide verbal or nonverbal clues, teach items on the test, share prompts, coach, hint, or in any way influence a student's performance during the testing, or influence student and staff answers to the Maryland School Survey, as doing any of these constitutes a breach of professional ethics.
  - **Student Materials**: Students may use only the materials authorized in the manuals for the specific tests.
  - **Accommodations**: Accommodations for students with disabilities must be limited to those documented in the student's IEP or Section 504 Plan, and accommodations for Multilingual Learners (ML) must be limited to those documented in the ML Plan. Accommodations may only be provided as specified in test or survey manuals.
  - **Reading of Materials**: I may not read any test material to a student unless it is part of the directions for administration or identified as an allowable accommodation in the test or survey manual. Students who are unsure of the question or an answer may only be told to reread the question and respond with their best answer. I ***may*** encourage students, and in the case of the survey, staff, to respond to each question, but ***may not*** suggest or tell students or staff to change their responses.
  - **Review of Work**: Students who finish a portion of the test early may review their work only as permitted in the test administration manual.
  - **State Test Window**: The test or survey must be administered on the dates specified within the allowed testing window.
  - **Return of Materials**: Test materials will be returned by the deadlines specified by the vendor, or administration procedures.

By signing below, I certify that I have read the above and have been prepared for my role in the MSDE-sponsored test or survey administration(s). I agree to abide by the policies and procedures outlined above. I understand that violations of test or survey administration and security provisions may include: invalidation of test or survey results, costs assessed to my district, personnel sanctions against me by my employer, and/or disciplinary action against my teaching license by the MSDE as applicable, including but not limited to licensure suspension, revocation, or denial.

_____
Name (Please print)

_____
Title, LEA & School Name

_____
School Year

☐ MCAP / MSTAR ☐ SAT
☐ KRA ☐ WIDA
☐ DLM ☐ Survey

_____
Signature ***Date***

Appendix C

Signs

MCAP

Maryland Comprehensive Assessment Program

TESTING

Please
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GO ON





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