

are embedded within the test and Test Administrators may never use a language other than English while administering the test.

The ACCESS Listening test allows students to pause and replay a listening prompt for rare instances (e.g., a disruption in the room prevented the student from hearing a prompt); however, students should NOT use this functionality as a test-taking strategy. The Listening test must be invalidated if students intentionally pause and replay listening prompts. Students may only listen to the prompt one time per item, unless they have the repeat audio accommodation that allows them to repeat the listening prompt.

For all domains of the ACCESS, use of augmentative/alternative communication (AAC) devices is allowed and is considered the student's voice. It is considered a general support for students who use these devices during instruction.

Test Administration Considerations for MCA

For online testing, test sessions are created and managed in PearsonAccess Next by District and School Assessment Coordinators, or other staff as assigned. The *MCA Online Testing User Guide* is updated annually and provided on PearsonAccess Next.

For MCA test security purposes, access to student tests through TestNav is limited to the hours of 6 a.m. to 5 p.m. on weekdays throughout the testing window. For data entry tests, staff access through TestNav is limited to the hours of 6 a.m. to 7 p.m. on weekdays throughout the testing windows. If the district needs to test students or enter data outside of these hours, the DAC must contact mde.testing@state.mn.us at least two business days in advance and provide the rationale, along with the dates and times of the planned test administrations. MDE will review the rationale and determine if an exception is allowed.

Students using paper test materials for an accommodation enter their responses directly in the paper test book (unless they require the scribe accommodation). After testing is complete, student responses in the paper test book must be entered online by district staff during the testing window in order to be scored and reported. Note: Only student responses that are entered online are scored. See *Data Entry for MCA and MTAS* later in this chapter for more information.

Cell Phone and Device Policy

Policy for Students

Students may NOT use or access cell phones, wearable technology, or any other devices at any time during testing, including during breaks or when testing is completed. District and School Assessment Coordinators must develop and train staff on school-specific policies and procedures (i.e., how they will implement the policy) prior to test administration. As technology continues to change, districts will need to discuss the types of technology students have and the plans for ensuring students do not access them during testing.

NEW! While cell phones or devices may not be used by students to access resources for any test or subject, it may be a concern especially for the ACCESS Speaking and Writing tests where students need to produce response to items. Ensure cell phone and device policies are in place to prevent plagiarism for these tests.

- If a student has a cell phone or device out at any point during a test session, the student’s test has been compromised and needs to be invalidated, even if the student did not use the cell phone or device.
- Students also may not wear or access “wearable” technology (e.g., smartwatches, fitness trackers) during testing if the device can electronically send, receive, or capture information. If one of these devices is worn during testing, the student’s test must be invalidated because the device is accessible, regardless of whether it was used or not. Ensure Test Administrators and Test Monitors are aware of the types of wearable technology that students may have. As technology continues to change, it may not be readily apparent that something a student is wearing has these capabilities, and Test Administrators and Test Monitors must ensure that they are not worn or accessible during testing.
- Districts must implement policies and procedures restricting student access to cell phones and other devices during test administration in order to maintain test security and prevent disruptions for other students. Examples of district procedures include collecting student phones and wearable technology, verifying phones are turned off, and requiring students to store phones and other devices so they are inaccessible during test administration.
- Districts must determine what action will be taken to minimize disruptions during testing if the district cell phone and device procedure is not followed. For example, if a student receives a notification (e.g., ringtone, vibration) on a device kept in a backpack or pocket, the district procedure may be that the student will hand it directly to the Test Monitor and/or silence it without looking at it. In these cases, MDE does not require the district to invalidate the test if the student simply hands over the phone or device or silences it without looking at it; however, if there is any question that the student accessed the phone or other device, the test must be invalidated.
- Even if the student has exited or submitted the test, cell phones or other devices cannot be used in the testing room. If the student has exited or submitted the test and accesses a cell phone or other prohibited device (including wearable technology), the district will need to take further action to determine if test security or the integrity of another student’s test was violated. The student’s completed test is not invalidated in this case because the test itself was not affected.

The test code for invalidations due to cell phone or device access is INV-D for MCA; for ACCESS, the code is INV on the affected domain(s). The invalidation of a student’s test must be documented on the *Test Administration Report* (TAR), which is kept on file at the district. The district will need to follow the policies and procedures they have set out for student accessing their devices during testing. This may involve verifying whether or not test security has been violated by checking text messages or determining what applications the student was accessing during the test session (the *Prohibited Electronic Devices Investigation Guide* in Appendix B may be used for guidance). Only if there was a security violation (e.g., student uses the cell phone to take a picture of the test) does a *Test Security Notification* (TSN) also need to be submitted in Test WES.

The only exceptions to this policy are the use of supported devices, like tablets, for taking the online test or if the device is used as a medical monitor.

- If a supported device is used to take the test, it cannot be used for any other purpose during testing sessions, including during test session breaks, and must be turned off or put away after the student has completed testing.

- If a device is used as a medical monitor, this situation must be officially documented by a medical professional, such as a licensed school nurse or family doctor, and the documentation must be kept with the TAR. If a student will use a device as a medical monitor, ensure the Test Administrator or Test Monitor is aware that the student must retain the device and understands how the student will need to access it. If testing in a group, the student must notify the Test Administrator or Test Monitor before accessing the device, and the Test Administrator/Test Monitor must ensure the device is not accessed for other purposes.

Policy for Test Administrators/Test Monitors and Staff

Test Administrators and Test Monitors must be focused on active monitoring throughout test administration. Districts must determine how Test Administrators and Test Monitors will alert others if issues arise (e.g., sick student in the room, technical issues), like using a phone, email, text or instant message, or hanging a sign outside the door.

To allow Test Administrators and Test Monitors to continue active monitoring with the least disruption, districts may choose to allow Test Administrators and Test Monitors to use their cell phones to alert other staff of issues. Test Administrators and Test Monitors may use cell phones or other electronic devices **ONLY** to alert others that assistance is needed or to access the *ACCESS Test Administrator’s Scripts* (grades 4–12) or *MCA Testing Directions* electronically. Test content can never be photographed or communicated, including when the Test Administrator or Test Monitor needs to alert others of an issue (see *Reporting Suspected Item and Translation Errors and Technical Issues* below). Test Administrators and Test Monitors cannot check email or work on their cell phones, and cell phones should be silenced to reduce disruptions. If a district chooses to allow Test Administrators and Test Monitors to use cell phones for contacting other staff during testing or to access the applicable directions, the district must place particular emphasis on proper and improper cell phone use when they communicate to staff about district policies and procedures for testing.

Staff who may be going between rooms or helping troubleshoot technical issues, like the DAC or Technology Coordinator, can also use cell phones to contact the service provider’s help desk; however, they should step out of the room to make calls, if possible, to minimize disruptions.

Monitoring Test Administration

A critical component of successful test administration is having Test Administrators and Test Monitors who actively monitor students at all times. “Active monitoring” means carefully observing student behavior throughout testing and ensuring students are working independently and making progress in their tests.

Active monitoring may mean different things depending on the type of testing room and the number of students in the testing session. For example, in a small computer lab or classroom with a small group of students, Test Administrators or Test Monitors may be able to stay in the front of the room and actively see that all students are working independently and making progress in their tests. However, in a large computer lab or classroom, Test Administrators and Test Monitors will need to circulate around the room to ensure that test security is maintained and students are working independently. Depending on the setting, more than one Test Administrator or Test Monitor may be needed to ensure that students are working independently and not accessing unallowable materials. Walking around the test room discourages prohibited behavior and also makes