Appendix A

Procedures for Reading the Test Aloud to Students

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Use the instructions below when administering the computer-based test to a student with a disability whose IEP or 504 plan indicates that the student will participate in MCAS testing using human read-aloud, which is accommodation A5 for the Mathematics and STE tests, and special access accommodation SA1.2 for the English Language Arts test. These instructions must also be used for students identified as English learners (ELs) who will receive the read-aloud accommodation (EL3.2) for participation in Mathematics and STE tests.

Test administrators for students with disabilities using accommodation A5 or SA1.2 must sign an MCAS Nondisclosure Acknowledgment prior to reviewing secure test content.

- The test must be read word-for-word, exactly as it appears. The test administrator may not provide assistance to the student regarding the meanings of words, intent of any test question, or responses to test questions. The test administrator should read with emphasis only when indicated by bold or italicized text.

- The test must be administered in a separate setting (DF4) either **individually** (DF2) or to a **small group** (DF1).

- No more than five students may be grouped together for human read-aloud, since students typically proceed through the test at different rates.

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How to Set Up a Human Read-Aloud Session

Note: These procedures are not necessary if the test administrator intends to read directly from a student's onscreen test (i.e., standing behind or alongside the student). These procedures must be used when the test administrator intends to read aloud the test from his or her own computer screen.
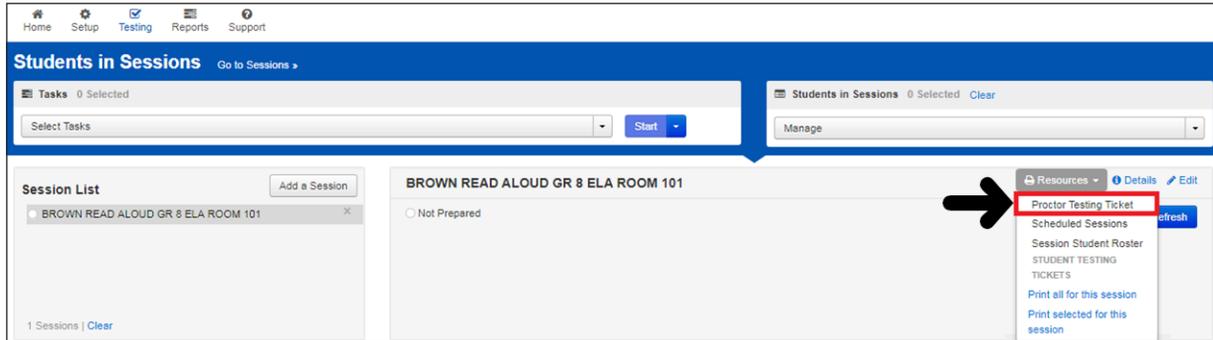
1. In PearsonAccess^next, go to **Testing**, and then **Sessions**.

2. Check the box next to the PAN Session to select it; then choose **Select Tasks**; and then select **Create/Edit Session**.

3. On this screen, make sure the "Proctor Reads Aloud" checkbox is checked and that "Human Read-Aloud" is selected in the Form Group Type dropdown. **Checking the "Proctor Reads Aloud" checkbox generates the proctor testing ticket and ensures that all students in the PAN Session and the test administrator have the same form of the test.**

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How to Locate Proctor Testing Tickets

1. From the **Students in Sessions** page, make sure the correct PAN Session is listed on the left-hand side of the screen.

2. The proctor testing ticket can be found in the **Resources** dropdown. It will only be available if the PAN Session has been properly marked as shown on the previous page.

3. Once the proctor testing ticket is generated and printed, the test administrator who is reading aloud the test can use it to sign into the test. **Since responses to questions will not be saved when using a proctor testing ticket, students must use their own student testing ticket to enter their responses into the test.**

The Massachusetts Comprehensive Assessment System:
Test Administrator's Manual, Spring 2018 Grades 3–8 CBT