Appendix E—Sample Administration Forms and Test Materials

Sample Form

Student Responsibilities during MCAS Testing
(Grade 6–8)

By signing below, I understand that my test results may be invalidated if I do any of the following activities during a test session (including after turning in my test materials or closing my computer-based test, during a break, or during the transition to a test completion area):

- duplicating any portion of the test or answer booklets or secure test content on a computer screen (e.g., photographing, copying)
- accessing prohibited materials such as cell phones or other electronic devices (e.g.,music players, game consoles, any device capable of taking photographs) for any purpose
- communicating with other students (e.g., talking, whispering, writing notes)
- looking at any other student's test or answer booklet or computer for online testing
- consulting notes, books, or instructional materials during testing
- working in a test session other than the one being administered, looking at questions or test pages beyond the stop sign, or going back to a previous test session during paper-based testing
- damaging test materials or removing any part of them from the testing room for paper-based testing

I also understand that my test results may also be invalidated if I discuss the content of test booklets or my responses to questions with anyone, including teachers.

If I have any questions about these statements, I will talk with my teacher or principal.

I understand that there may be consequences if I do any of the activities listed above or otherwise violate test administration rules.

I have read these statements and understand them.

Student's Printed Name _____

Student's Signature _____

Date _____

Return this form to your teacher.

Instructions for Test Administrators: **Return all your students' signed statements to your principal, who will keep them in the school files for three years. Do not submit this agreement to the Department or the testing contractor.**