

Tasks to Complete Prior to Test Administration

Test Administration and Resource Materials

The principal will familiarize test administrators with the following policies:

- Test materials required for each test session are listed in this manual.
- Students in grade 3 write their answers in test & answer booklets. They may underline using a pencil or colored pencil but must use only a #2 pencil to mark their responses. They may not make any other marks in the areas that contain answer circles. The use of pens and highlighters is prohibited.
- Students must be provided with scratch paper for ELA and Mathematics testing.
- Students must be provided with MCAS rulers for Mathematics testing.
- The use of calculators is prohibited for both sessions of the Mathematics test for grade 3.
- Current and former EL students may use printed copies of authorized bilingual word-to-word dictionaries and glossaries (see Appendix E for more information).

C. Prepare the Testing Space

Before each test session, the testing space must be prepared as follows:

- Ensure that the room is free from noise or distractions and is adequately lit, ventilated, and furnished so that students can work comfortably and without disruption.
- Ensure that each student will have adequate work space and be sufficiently separated from other students to support a secure test environment.
- Cover or remove from the testing space all materials containing content in the subject area being tested, including any materials that might help students answer test questions. Examples of materials that must be covered or removed include, but are not limited to, posters, maps, charts, graphic organizers, word lists, number lines, multiplication tables, definitions, writing formulas, and mathematical formulas/theorems. It is not necessary to cover or remove calendars, posters displaying the alphabet or consonant blends, or posters displaying the Pledge of Allegiance.
- Prepare a sign that reads “MCAS Testing—Please Do Not Disturb” to be posted on the door during each MCAS administration session.

D. Prepare to Provide Universal Accessibility Features (UFs) and Designated Accessibility Features (DFs)

Your principal will inform you if any students in your assigned group will be using UFs or DFs. Some of these accessibility features require special tools (e.g., colored overlay, magnification tool, straight edge) and some require changes in test administration (e.g., frequent breaks, specific time of day, alternate test location).

The list of UFs and DFs can be found in Part III, Section D, of the PAM.