**Teacher Notes for the Spring MStep Assessment**

Students will access each of the Mstep assessments by logging into the DRC app on their iPad using a preprinted test ticket.

Tickets for 5th grade will be printed and sorted by grade level and classroom teacher before Spring Break. All other tickets will be printed and prepared shortly before each assessment.

Tickets will need to be picked up each week, and Principals will have to secure them, distribute them to staff, and collect them after testing is completed. **ALL** tickets must be collected, and then shredded after testing.

Teachers will distribute the appropriate test session ticket to the students the morning of testing and should hold absent tickets until after that test is completed. **All** tickets will be returned to the principals each day. Label absent student tickets to create make-up list.

Tickets for students with accommodations, such as small testing group, will be in the homeroom set of tickets. They will have to be pulled prior to testing.

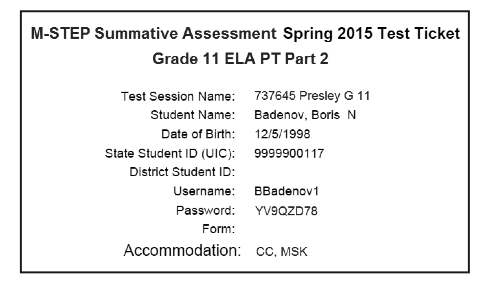
Principals will hold all test tickets until the end of the test cycle at which time they will destroy all tickets and any other testing materials that were used – scratch paper, etc.

Accommodations have been recorded and will be flagged in eDirect prior to the printing of the tickets. The student login will drive the accommodations. Teachers will not need to set anything up for the test, but you will be able to verify the accommodation with the login ticket. If a student has an accommodation, such as those listed below, it will be embedded in the actual test, and you will see a code on their test ticket.

* Text to Speech, or Text to Speech Passage (6th grade only)
* Color Chooser
* Contrasting Text
* Masking

You may see the code “TTS” or “TTP”on a student’s test ticket if they have the Text to Speech accommodation. For this accommodation, the tests will be read to them (Math, Science, Social Studies, the ELA Performance Task, and the ELA questions only). **Please Note**; they can pause the speaker at any time (it is a computer generated voice rather than a human voice), they can read the text and questions to themselves, answer the questions, then press next, or they may replay a selection as often as needed.

If they hit “pause”, then “play” when they are ready to move on, it will pick up where they left off. If they hit the “**stop**” button, then the “play” button, the recording will start all over from the very beginning of that page. If they haven’t already practiced this, you may want to do so.

\*\* **Sample test ticket** \*\*

**Prior to Testing**

Since we have an updated iOS we will **NOT** have to set up Guided Access. Guided Access will be set up automatically upon student login. When students will enter their username and password, hit “sign in”, they will be taken to the “Welcome Page”. However, students will see a pop up. The small white square pop up should say something like: “Anonymous Single App Mode”. Students will need to click “yes” before they will be allowed to continue. If a student clicks “no”, they will be bumped out of the testing site.

The night before the test, set up stands, plug in headphones and keyboards, and have stylus’ ready (if using them). Verify that all components work with the students’ iPads, resolve any issues prior to testing.

**Day of Assessment**

1. When students arrive at school and before starting an assessment, students should close **ALL** apps, do a hard restart, and then plug in all necessary hardware – headphones and keyboards. (ELA Assessment requires headphones)
2. Pass out test tickets – relocate students to small groups if needed.
3. Students should verify that personal information on test ticket is correct – name and birth date
4. Open DRC app
5. Log in students. **Tickets/Logins are only viable for that content assessment only.** Students will have as much time as they need to complete the test. If students need more time, they will exit the test, and then re-login using the original content test ticket during any make-up window.
6. Walk through all directions with students – there will be a sound check in the beginning as part of directions.
7. If students jumped ahead, then realize you have not told them to go ahead, they might “end” the test to get out of it before their teacher notices. In that case Cathy Amicucci will have to contact the DRC to unlock the student’s test. As long as a student has answered 5 or fewer questions, the DRC will unlock their test. Anything more than 5 questions they will NOT unlock the test.
8. Direct students to begin the test.

**During the Test**

1. Once the students log in and begin the test, the teacher should collect **all** tickets. Keep absent tickets separate. At the end of the test session the teacher will return the tested tickets and the absent tickets to the Principal for either makeup tests or destruction of the ticket.
2. If students need to leave their test for any reason – bathroom break etc., they should press the “Pause” button. They will have 20 minutes in which to resume their test without having to re-login using the original test ticket. They will pick up right where they left off.
3. If students need to leave their test longer than 20 minutes, they should press pause, then exit. They will re-login when they return to the test. **\*\* If they end the test, their test will be submitted and they will NOT be able to get back in.\*\***
4. If a student is still not finished at the end of day they will have to “pause” and “exit” the test, then resume testing when you schedule make-ups.
5. If a student starts a test but gets sick during the test, have them tap on “pause” and “exit”, then resume testing when you schedule make-ups.

**\*\* If Problems Arise During the Assessment \*\***

1. If a student gets bumped out of the DRC test site, teachers should start by re-logging in the student. This should resolve the issue. If a student has been bumped and re-logged in 3 times you may see an “unsent responses” error screen. Call Cathy Amicucci x7442. She will need student’s name and test information and will call the DRC to remove the flag on the test.
2. Students may need to swap out their iPad with a cart iPad or be relocated to the media center to work on an iMac. Either way they will need to re-login using their original test ticket. When they re-login they will be taken right back to where they left off.

**Completing an Assessment**

1. The CAT tests will end and submit automatically when a student answers the last question. They will see a “congratulations” sign telling them they have finished that particular assessment. For Performance Tasks, Science, and Social Studies assessments, students should be directed to tap on “**Review/End Test**” as they finish the assessment. They should:
   1. Verify that they have answered all of the questions
   2. Double check their answers
2. After students double check work and verify completion of **all** test questions they will need to tap on “**Review/End Test**” again to bring up the review window, then raise their hand to wait for their teacher.
3. The teacher will verify that **ALL** test questions have been answered. The teacher will then direct the student to tap on “**End Test”,** a warning window pops up reminding students to be sure they have answered all of the questions, if they have the teacher will direct students to tap on “**End Test**” again, then “**Exit”** to exit the assessment.

**Please note,** although students are allowed to go back to check their work, if calculators are being used the student will ***not*** be permitted to go back to non-calculator questions - **6 graders only**. During the Math assessment students will be prompted when they are about to enter the “calculator” zone that they will **not** be able to go back to non-calculator questions once they begin the calculator portion of the test. They will need to double-check their work before moving on.

1. When all students have completed the test collect **ALL** test tickets, scrap paper, student notes/work, etc. and return them to the principal to be destroyed upon completion of the assessment.

**\*\* Just a reminder - Testing Protocol applies during all online assessments** - Secure Materials includes test tickets, scrap paper, student notes, and any other materials used or created during any MStep assessment. These materials must be kept in a secure location at all times before, during, and after testing.