Test Coordinator Manual

GOVERNMENT/LS MISA

Spring 2024

Please read this *Test Coordinator Manual* (TCM) carefully. Failure to follow proper testing procedures is a violation of the Code of Maryland Regulations (COMAR), Section 13A.03.04.05A: Test Administration and Data Reporting Policies and Procedures, Testing Behavior Violations.

MCAP
Maryland Comprehensive Assessment Program

MARYLAND STATE DEPARTMENT OF EDUCATION
EQUITY AND EXCELLENCE

Important Administration Dates

Item	Dates for Government and LS MISA
Unique Accommodation Requests	March 1, 2024
Student Enrollment Windows	
Submit Initial Pre-ID File	March 4–15, 2024
Additional Pre-ID File	April 15–19, 2024
Submit Additional Test Taker Accommodations on the MCAP Government and LS MISA Portal **Note:** LACs and STCs may upload accommodations between the hours of 3:00 p.m. EST and 5:30 a.m. EST (outside of testing window). During the testing window, i.e. during the hours of 5:30 a.m. EST to 3:00 p.m. EST, accommodations can be edited manually.	March 18–May 31, 2024
Additional Materials Window	
Submit orders for additional paper materials	April 17–May 29, 2024
Shipment Delivery Windows	
Manuals and Other Nonsecure Materials Delivered to Schools **Note:** Preprinted student ID labels will be included in the first box of each content area shipped.	April 17, 2024
Initial Secure Shipments Delivered to Schools	April 17, 2024

Testing Dates	
Test Window	May 1–31, 2024
Scheduling Test Material Pickup	
Note: All test materials **must** be picked up by May 31. Pickup requests must be made before 2 p.m. to ensure next day pickup. Shipments sent out after the pickup date (January 19) will be paid for by the school/district.	May 3–31, 2024

MCAP

Maryland Comprehensive Assessment Program

Carey M. Wright, Ed.D.
Interim State Superintendent of Schools

Clarence C. Crawford
President, Maryland State Board of Education

Wes Moore
Governor

MARYLAND STATE DEPARTMENT OF EDUCATION
EQUITY AND **EXCELLENCE**

Contact Information

Cognia 1-866-207-8804

       Use this customer service number for general assistance, help with placing or tracking orders, or help with online testing questions.

MSDE 1-410-767-0073

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INTRODUCTION

Since July 1, 2018, Maryland has used the term Maryland Comprehensive Assessment Program (MCAP) as an umbrella for state assessments. Government and Life Science Maryland Integrated Science Assessment (LS MISA) fall under that umbrella. Previously, these tests were known as part of the High School Assessments (HSAs).

The MCAP Government and LS MISA tests are intended to meet the testing requirements for Maryland high school graduation as well as the high school testing requirements for the federal Every Student Succeeds Act of 2015 (ESSA). New for 2023–2024, student scores on these tests will count as 20% of their overall course grade.

Maryland general educators and special educators have played a vital role in developing the overall high school assessment plan and the tests themselves. Maryland educators are involved in selecting stimulus materials for the tests, writing test items, and reviewing test items for content accuracy, difficulty, appropriateness for the target population, and fairness.

This *Test Coordinator Manual* (TCM) provides critical information and instructions for Local Accountability Coordinators (LACs) and School Test Coordinators (STCs) for the administration of the MCAP Government and LS MISA tests. DO NOT use previous versions of the TCM. Content area-specific *Test Administrator Manuals* (TAMs) are also supplied. These *Test Administrator Manuals* provide specific directions for administering the tests.

> **Procedures outlined in this TCM must be followed. Failure to follow proper testing procedures is a violation of the Code of Maryland Regulations (COMAR), Section 13A.03.04.05A: Test Administration and Data Reporting Policies and Procedures, Testing Behavior Violations.**

By following the procedures in this manual and the *Test Administrator Manuals*, you will help ensure that the tests are valid and equitable for all students. Prior to, during, and following the test administration, comments regarding clarity of directions and information provided in this TCM and the *Test Administrator Manuals* may be emailed to hsa.msde@maryland.gov. When communicating with the Maryland State Department of Education (MSDE) or your LAC by email, however, never quote any portion of a test item, as email is not a secure form of communication. Instead, call the Assessment Branch in the Division of Assessment, Accountability, and Performance Reporting at MSDE at 1-410-767-0073. Quoting secure material in an email is a test security violation and can result in consequences up to and including termination and loss of Maryland certification.

Section 1	General Information

MCAP Testing

The MCAP assessments will be administered either by computer (online testing) or by paper and pencil (paper testing). Both the LS MISA and Government tests consist of Selected Response (SR) and Constructed Response (CR), as well as Technology Enhanced (TE) items for online tests only. The CR items require students to write rather than select an appropriate response. For paper testing, students will record responses to test items on a separate answer sheet.

The MCAP assessments are expected to be administered online. The use of paper test books will be limited to students who require this mode of testing according to their IEP or 504 Plan. In special circumstances, the LAC or STC may request special permission from the MSDE to assign students the paper form of the test.

Sessions of the Government and LS MISA tests may be administered during a class period over multiple days or as a single event-based administration of the entire test within one day. **Once testing begins, students should not be moved from their original electronic session.**

If a student is absent during scheduled testing, they will continue the exam when they return to school during the testing window. The time needed to complete the assessment will be dependent on the number of sessions remaining. The assessment is designed to be administered in sequential order within the testing window, but if needed, students who have missed a session may start in any session and return to take the missed session(s).

If all students have completed testing before the end of the session testing time, the Test Administrator may end the session. Once the session testing time has been reached, the session must end, except for students with an extended time accommodation.

The Test Administrators should follow the policy of their Local Educational Agency (LEA) regarding what students are allowed to do once they have checked their work, but before the end of the session time. The only options from which the LEA may choose are:

▪ After a student has checked their work, the student must sit quietly until the session has ended.

▪ After a student has checked their work, the Test Administrator dismisses the student.

▪ After a student has checked their work, the student may sit quietly and use allowable reading materials.

Questions regarding this policy should be addressed to the LAC in the LEA or to the Maryland State Department of Education (MSDE).

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TABLE 1: TIMING SCHEDULES*							
CONTENT AREA	**SESSION ONE**	Break**	**SESSION TWO**	Break**	**SESSION THREE**	Break**	**SESSION FOUR**
LS MISA	40 minutes	5 minutes	40 minutes	5 minutes	40 minutes	5 minutes	40 minutes
Government	40 minutes	5 minutes	40 minutes	5 minutes	40 minutes	5 minutes	40 minutes

Note: The 40-minute testing time does not include time for administrative tasks such as distributing materials, reading directions, answering questions, etc.

* Unique accommodations including multiple days per session are permitted only if prior approval by the LAC, the local Director of Special Education, and MSDE has been obtained at least six weeks before the opening of the testing window. Refer to the MAAAM for specific details.

** This is a recommended break time that can be adjusted as needed.

MCAP Online Testing

The online administrations are conducted using the MCAP Government and LS MISA Portal online test administration system and the MCAP Government and LS MISA Kiosk web-based software application. The STC will utilize the secure MCAP Government and LS MISA Portal for administrative responsibilities. Test Administrators will not need access accounts to the MCAP Government and LS MISA Portal. The MCAP Government and LS MISA Kiosk allows students to respond to the SR items electronically by selecting an answer choice. Students also respond electronically to the CR items by typing their answers into response boxes using the computer keyboard. The TE items allow students to respond to questions in a variety of formats.

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TEST ADMINISTRATION SCHEDULES

Online Testing

Online testing will be administered according to a flexible schedule set by each LEA or LEA 24 school within the state-mandated testing window. Online testing sessions should be set at times that minimize the likelihood of late arrivals. For the state online testing dates, see the test schedule on the inside front cover. School Test Coordinators are expected to enter their local testing schedule in the itempra site at: https://itempra.org/schedule

Paper Testing Administration

The paper tests must be scheduled to allow sufficient time for completion of the test during the testing window. Schools are also responsible for entering paper test student responses directly into the portal during the testing window. Paper tests will only be scanned for inventory purposes and not for scoring purposes.

Unique Accommodation Requests

A unique accommodation is one that is not specifically identified in the *Maryland Assessment, Accessibility, and Accommodations Manual* (MAAAM). Students who need unique accommodations must first have them approved by the local Director of Special Education or English Learners (EL) Manager/Supervisor and the LAC before being submitted to MSDE for approval. The *Unique Accommodation Request Form* is provided in Appendix D and Appendix E in the MAAAM. Appendix D is for students with an IEP or a 504 Plan, and Appendix E is for students with an EL Plan. *Unique Accommodation Request Form*(s) must be received by close of business on the date listed on the inside front cover.

Students who need more than one day to complete a single testing session because of the length of their extended time accommodations must have unique accommodation requests approved by the local Director of Special Education, the LAC, and MSDE. Applications for each administration must be received by MSDE by the Unique Accommodation Requests deadline on the inside front cover.

The expected mode of delivery for the MCAP assessments is online. Students who have a documented IEP, 504 Plan, or EL Plan can be assigned the paper-based accommodated form as dictated by their individual plan. LACs should use discretion to address special circumstances that may necessitate an exception for a student to be assigned the paper-based test for the Government or LS MISA administration. In special cases, LACs may request permission from the MSDE to assign other students the paper form of these tests.

Refer to Section 2 for directions on how to administer an online test over multiple days.

TESTING ACCOMMODATIONS

Testing accommodations for students with disabilities (i.e., students having an Individualized Education Program [IEP] or a Section 504 Plan) or students who are English Learners (EL) (i.e., students who have an EL Plan) must be approved and documented according to the procedures and requirements outlined in the MAAAM. A copy of the most recent edition of the MAAAM is available on the Maryland state page here. No accommodations may be made for students merely because they are members of an instructional group. Any accommodation must be based on individual need documented in the student's IEP—not on a category of disability area, level of instruction, environment, or other group characteristics. Responsibility for confirming the need and appropriateness of an accommodation rests with the STC and school-based staff involved with each

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student's instructional program. A master list of all students and their accommodations must be maintained by the STC in each school for a period of six years, and will provide a copy to the MSDE upon request. Staff involved with the test administration should refer to the most recent MAAAM.

All instructional assistants and other qualified personnel who will provide accommodations during testing must be trained by the STC on how to administer specific accommodations. Failure to adhere to state policies and procedures may constitute a testing irregularity or a breach of test security and must be reported and investigated according to state and local testing policies.

Due to the differences in scripted Test Administrator directions, the administration of the online and paper testing cannot occur concurrently in the same test location. Refer to the MAAAM for information about grouping students with testing accommodations in accordance with student IEPs or Accessibility Features.

Note: All students are expected to test online unless a documented IEP or 504 Plan warrants a paper test in English or Spanish. MSDE approval is needed for all paper test material requests after the submission of the initial Pre-ID file. To request additional paper materials, click on the Additional Materials link within your eMetric portal account, and place an order. Your order will be sent for review automatically. Check with your Local Accountability Coordinator as to who may place the order for Additional Materials.

Large Print and Braille Test Materials

Paper tests will be administered to those requiring Large Print test books and answer sheets or braille test books.

- The test directions in Section 6 of the *Test Administrator Manual* must be used when administering the Large Print test form, and the test directions in Section 7 of the *Test Administrator Manual* must be used when administering the braille test form.

- Occasionally the layout of the test items will differ in the Large Print and/or braille version of the test books, but the content of the tests is the same as that of the standard-size test books.

- **New** Following Large Print and braille testing, a Test Administrator or STC transcribes the student's responses verbatim online in the MCAP Government and LS MISA Kiosk after the student has finished testing and before the online testing window closes. At least two persons must be present during transcription of student responses. It is recommended that one of the individuals be the STC. The specific instructions for transcribing a student's responses into the online test form are found in each content-area *Test Administrator Manual*. Once the responses have been transcribed into the online Kiosk, a blue "Transcribed" sticker MUST be placed on the Answer Document or test book where the student responded to test items. The sticker will arrive with the secure paper testing materials.

- For tracking purposes, it is critical that the student's name, LEA number, and four digit school number are handwritten on the Large Print test book and answer sheet or original braille responses.

- Students' original braille responses, used Large Print answer sheets, and used answer sheets where responses were transcribed online must be shipped back to Cognia in special return envelopes labeled "Special Handling Envelope." These Special Handling envelopes will be included in the initial school shipments. Refer to Section 4, Step 3, for more detailed instructions about how to return these types of original student responses.

Note: A large format or talking calculator is allowable if specified in a student's IEP and used in regular instruction. A student using a talking calculator should also use headphones if they are testing in a group setting (LS MISA only).

RESPONSE ACCOMMODATIONS

Students who have a response accommodation documented in their IEP, 504 Plan, or EL Plan, and who receive that accommodation in regular instruction, must receive the accommodation on the MCAP tests. Students' responses that need to be transcribed must always be transcribed at the school level by a Test Administrator or someone working under the direct supervision of a CERTIFIED Test Administrator. At least two persons must be present during transcription of student responses. It is recommended that one of the individuals is the STC. Refer to the MAAAM for the specific descriptions of the various response accommodations.

Scribe Accommodation

If the student requires a scribe, the student logs into the online system (MCAP Government and LS MISA Kiosk) and the scribe can input the answers directly into the system. For paper test books, the student will answer and the scribe will record the answers directly on the answer sheet. All responses from paper test books MUST be entered into the online Kiosk once the student completes testing.

Student Responses Written into the Test Book and Response Accommodation Labels

For a response accommodation that permits a student to circle responses in the test book and then have the responses transcribed verbatim into the online test form, you must apply a neon-colored "Response Accommodation" label centered at the top of the student's test book cover and write the student's name on the label. This is to easily identify a student's test book should there be a need to review it after the test administration. Test books with Response Accommodation Labels affixed to them must be returned in special return envelopes labeled "Special Handling Envelope." Refer to Section 4, Step 3, for more detailed instructions about how to return this type of original student response.

HUMAN READER OR HUMAN SIGNER ACCESSIBILITY FEATURE

Students who require the Human Reader or Human Signer accessibility feature and/or who receive that accessibility feature in regular instruction, must receive the accessibility feature on the MCAP Government or LS MISA tests. Refer to the MAAAM for more detailed information about the Human Reader/Human Signer accessibility feature.

Online Testing

Students who take the Government or LS MISA tests online and receive the Human Reader/Human Signer accessibility feature may have the accessibility feature provided by a human reader or human signer, individually or in a group. No more than five students may be grouped together when a human reader/human signer is used to provide the accessibility feature, since students typically proceed through the test at different rates.

Individual students or groups of students (no more than five in a group) who test online and receive the Human Reader/Human Signer accessibility feature must have the accessibility feature provided by a qualified individual/Test Administrator who reads the text word for word exactly as it appears on the paper test book provided by the STC.

When using the Human Reader/Human Signer accessibility feature, paper test books will automatically be ordered only if the feature is marked in the Initial Pre-ID file. The Test Administrator must read from the test book and not the online test. One test book order will be generated for the first student needing this accessibility feature, and then a ratio of 1 test book per five students will be sent. For example, if there are 25 students needing the Human Reader/Human Signer accessibility feature, then

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five test books will be sent for use by the Test Administrators. An additional order may be placed if the test book was not ordered on the Pre-ID file or if more are needed. You may need to check with your LAC before ordering.

All test books used to read the test are secure material and must be returned to the STC daily and to Cognia at the end of testing. Instructions for returning materials to Cognia can be found in Appendix B.

Paper Testing

For those students who will take the MCAP paper test and receive a Human Reader/Human Signer accessibility feature, the accessibility feature must be provided by a human reader or human signer, individually or in a group. No more than five students may be grouped together when a human reader or human signer is used to provide the Human Reader/Human Signer accessibility feature of the test, since students typically proceed through the test at different rates.

TEXT-TO-SPEECH ACCESSIBILITY FEATURE

Students who are identified to utilize Text-to-Speech as an accessibility feature during MCAP assessments should also use this feature during regular instruction. Students should also have an opportunity to access the Practice Test to become familiar with the controls of Text-to-Speech and navigation of the testing platform. The accessibility feature must be identified in advance of the assessment. Students need to be assigned the Text-to-Speech accessibility feature when placed in a test Session in order to have the TTS controls show in the MCAP Government and LS MISA Kiosk. Students will need headphones to access the content on the testing platform. Bluetooth headphones are not permitted on the MCAP assessments.

NOTE: Text to Speech is not available for the Spanish form of Government or LS MISA.

GENERAL INFORMATION ON TRANSCRIBING STUDENT RESPONSES

There are occasions in which a student's test responses must be transcribed. Examples of such situations include when student responses are marked on a paper answer sheet of any kind, marked in the test book, recorded on audiotape, produced on a braillewriter or electronic note-taker, or produced on a word processor. All student responses marked on paper MUST be transcribed into the online Kiosk in order for the test to be scored.

Only a Test Administrator or someone working under the direct supervision of a CERTIFIED Test Administrator may transcribe the student's responses verbatim into the MCAP Government and LS MISA Kiosk after the student has finished testing and before the online testing window closes. At least two people must be present during transcription of student responses. It is recommended that one of the individuals is the STC. Specific instructions for transcribing a student's responses are found in Section 8 of the *Test Administrator Manual* for each content area.

ACCOMMODATION PACKAGES

Accommodation Packages are shrink-wrapped sets of five test books or answer sheets that are not spiraled. They are made up of the same test form. These Accommodation Packages should be used by:

- Groups of students (five or fewer) who all receive the Human Reader/Human Signer accessibility feature or accommodation
- Students who receive a magnification device accommodation and use the magnification tool(s) in combination with the regular-size test book and answer sheet

The braille and Large Print Kit will include a copy of the standard sized test book and answer sheet.

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These test kits will be sent directly to schools for students who were identified on the Pre-ID file or for additional material orders that have been approved by MSDE.

ALERT: SOY ALLERGY

No test materials used for assessment administration contain soy-based inks.

RETURNING TEST MATERIALS

STCs and LACs will need to schedule their UPS pickup through the MCAP Government and LS MISA Portal. Pickup of test materials will occur between 8 a.m. and 3:30 p.m. An a.m. or p.m. pickup will not be designated. Pickups will need to be placed before 12:30 p.m. to ensure next day pickup. Please refer to the dates listed on the inside front cover. Shipments sent out after the pickup date will be paid for by the school/LEA. Questions regarding UPS pickups should be directed to the Cognia MCAP Government and LS MISA Help Desk by phone via the customer service number, 1-866-207-8804, or in an email request via LSMISA.GovHelpDesk@cognia.org. Refer to Appendix B for detailed instructions about returning test materials.

ADMINISTRATION MONITORING BY MSDE

During MCAP administration, the MSDE will have testing monitors in selected schools to observe administration procedures and testing conditions. All monitors will have MSDE identification badges for security purposes. There will be no prior notification of schools that will be monitored. All MSDE monitors will follow local procedures for reporting to the school's main office and providing proper identification. Monitors will also provide the school with a copy of a memorandum from the Assistant State Superintendent for Assessment, Accountability, and Performance Reporting giving authorization to observe and monitor testing.

SITE READINESS CERTIFICATION PROCESS

An established Site Readiness Certification process will help each LEA prepare for online testing as well as to collect information on technology in each district and identify gaps between current resources and those needed to conduct online testing. Completion of the Site Readiness Certification process should help districts ensure a successful online testing experience. The expectation is that the Site Certification be completed prior to the administration. If you have any questions about this certification process, contact your LAC. You may access information regarding the Site Readiness Certification on the Maryland Help and Support site at maryland.onlinehelp.cognia.org.

PROCEDURES FOR TESTING HOME-SCHOOLED STUDENTS

It is critical that the test materials for these students be processed separately from the test materials for all other students who are enrolled in Maryland public schools. Procedures to be followed at the school:

1. A home-schooled student comes into a Maryland Public School to be tested and is assigned to a testing group by the STC.

2. The STC completes a separate copy of *Appendix J*: *Home-Schooled Student Information Sheet* for each content-area test being taken by the home-schooled student.

3a. For online testing, the STC must register the student manually by entering the student information

into the MCAP Government and LS MISA Portal system and checking the "Home School" box. The student can then be assigned to a group and a test.

When manually adding a home-schooled student to the MCAP Government and LS MISA Portal, if the student has a State Identifier (SASID), please use it. However, if the student does not have a State Identifier (SASID) or Local Identifier, you may use your 2-digit LEA number, plus 4-digit local school number; plus the month and day of the student's birth date. For example; John Doe comes into LEA 01, School 1234, and his date of birth is 02/22/2008. Then the temporary ID for the SASID would be: 0112340222 – 10 digits.

When it is necessary to manually add students who are twins, you may add a different digit at the end of one of the student's SASID. The SASID cannot be longer than 10 digits. The SASID validation will not allow for letters.

3b. For paper testing, prepare a test book and answer sheet. The following information should be handwritten and bubbled in on the student's answer sheet cover: Last Name, First Name, Date of Birth, Student ID Number (if applicable), Grade Level, Gender, and Race/Ethnicity.

4. At the conclusion of paper testing, the Test Administrator paper-clips the *Home-Schooled Student Information Sheet* (Appendix J) to the home-schooled student's answer sheet so the STC can handle the answer sheet differently.

5. The STC separates all home-schooled Student answer sheets from those of all other students in the testing groups.

6. After the test administration, the STC will place all of the home-schooled students' answer sheets in the Special Handling envelope. The completed *Home-Schooled Student Information Sheet* (Appendix J) as well as the *Home-Schooled Student Information Sheet* for each student who tested online, should be kept in the school's testing archive for the use of the LAC. A copy should be forwarded to the LAC so that it can be used to retrieve mailing information in order to distribute ISRs.

7. The STC will need to bubble in LEA 55 as their HOME LEA on their paper answer sheet or mark it in their student information in the MCAP Government and LS MISA Portal and verify the accuracy of the information on the covers of the home-schooled students' answer sheets.

8. Upon completion of scoring, individual student reports (ISR), and/or score labels will be sent to the LAC, who in turn will forward them to the address provided by the STC on the *Home-Schooled Student Information Sheet*.

PROCEDURES FOR TESTING HOME AND HOSPITAL STUDENTS

Students who are unable to come to school to participate in MCAP testing must be given the opportunity to take the test at home or in the hospital, if feasible. A remote administration of the assessment is not available. A Test Administrator must be sent to monitor the student's test, which must be administered during the testing window. Testing in an off-site location should occur on the same date and time as the regular school administration whenever possible. If testing must occur outside the school, the following guidelines must be adhered to:

1. The central office of the LEA must approve the testing arrangements on a case-by-case basis, keeping in mind the best interests of the student and the Test Administrator.

2. The Test Administrator may be accompanied by a proctor or other representative of the LEA.

3. The Test Administrator and proctor, if any, must be trained in test administration and test security procedures and sign the *Test Administration and Certification of Training Form and Non-Disclosure Agreement*.

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4. Security of materials and all testing procedures, as set forth in this TCM, must be observed at all times.

5. Only the Test Administrator, proctor, and student are permitted to be present in the room in which the examination is given.

6. Test Materials for this special population must be returned to the STC or LAC no later than the morning of the next school day following the test administration.

TEST SECURITY

Code of Ethics and State Board Security Regulations

The following code of ethics conforms to the Standards for Educational and Psychological Testing developed by the American Educational Research Association, the American Psychological Association, and the National Council on Measurement in Education:

> IT IS A BREACH OF PROFESSIONAL ETHICS FOR SCHOOL PERSONNEL TO PROVIDE VERBAL OR NONVERBAL CLUES OR ANSWERS, TEACH ITEMS ON THE TEST, SHARE WRITING PROMPTS, COACH, HINT, OR IN ANYWAY INFLUENCE A STUDENT'S PERFORMANCE DURING THE TESTING SITUATION. A BREACH OF ETHICS MAY RESULT IN INVALIDATION OF TEST RESULTS AND LEA OR MSDE DISCIPLINARY ACTION.

The online forms, Student Testing Tickets, Session Access Codes, and test books for the Maryland Comprehensive Assessment Program are confidential and must be kept secure at all times. Secure test materials must not leave the school/central office premises unless for distribution to another school or used for Home/Hospital testing. Unauthorized use, duplication, or reproduction of any or all portions of the assessment is prohibited. Additionally, divulgence of secure test materials through electronic correspondence, such as email, is prohibited.

> VIOLATION OF SECURITY CAN RESULT IN PROSECUTION AND/OR PENALTIES AS IMPOSED BY THE MARYLAND STATE BOARD OF EDUCATION AND/OR STATE SUPERINTENDENT OF SCHOOLS IN ACCORDANCE WITH COMAR 13A.03.04 AND 13A.12.05.

It is assumed that Test Administrators and all others who handle test materials are aware of the consequences of test security violations, and each must sign a *Test Administration and Certification of Training Form and Non-Disclosure Agreement*, which must be kept on file for six years. Individuals who handle test materials are bound to abide by the regulations governing test security violations outlined in COMAR section 13A.03.04.05.

Secure and Non-Secure Materials

All materials must be treated as confidential and placed in a locked area on school or central office premises. Secure and non-secure materials are as follows:

Secure Materials—Student Testing Tickets (for online testing), and Session Access Codes (for online testing), test books, Tactile Graphics for Braille administration, used answer sheets, used Government Constructed Response Rubric Sheets, and used Periodic Tables.

Non-Secure Materials—TCM, TAMs, unused answer sheets, unused Periodic Tables, and unused Government Constructed Response Rubric Sheets.

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Who May Have Access to Secure Materials and When May They Be Accessed?

Non-secure materials may be used for training at any time. For a schedule of when secure and non-secure materials will arrive in districts, please refer to the schedule on the inside front cover. The following is a list of when the secure materials can be viewed and who may view them. Persons not mentioned specifically are to be denied access to secure materials.

- **LACs** and **STCs** may have access to **secure** and **non-secure** test materials in order to prepare materials and training sessions. They may open packages of test books and answer sheets as necessary to inventory and prepare materials for distribution to Test Administrators. They may print and secure Student Testing Tickets and Session Access Codes. **Secure test materials must not leave school premises or the LAC office unless for distribution to a school or for home/hospital testing.**

- **Test Administrators** may have access to all **non-secure** test materials prior to the test administration. They are not permitted to have access to the **secure** online or paper test materials prior to the scheduled test date. Test Administrators will receive secure online test materials, paper test books, and paper answer sheets from the STC on the morning of the scheduled test date.

- **Accommodators** may need access to secure materials prior to the first day of testing in order to prepare students' accommodations. STCs must consult their LAC to decide whether a specific accommodation warrants review of the assessment prior to testing. They are not allowed to use a student ticket to access the online test early, but instead should review the test using the paper test book sent with the initial shipment of materials. **Note:** If the Human Reader/Human Signer accessibility feature is to be used and not marked on the Pre-ID File, an Additional Order for the paper test book must be submitted.

- **Non-certified staff** may have access to **secure** paper test materials for clerical purposes as approved by the LAC and only if supervised by the STC. Non-certified staff may perform such activities as assisting with the inventory of materials or helping with the application of preprinted student ID labels to answer sheets.

- **Superintendents, Assistant Superintendents for Instruction, LEA content-area Supervisors, Principals, Assistant Principals, and school-level Chairpersons** are prohibited from viewing or discussing secure test items in any manner, either among themselves or with students before, during, or after testing. Assistant Principals or school-level Chairpersons who serve as the STC may handle secure test materials.

At no time may test items be discussed or materials copied or recorded in any way. After testing is completed, staff members are not permitted to review, hand-score, or use student responses in any way.

Who May Not Have Access to Secure Materials?

Proctors and members of the general public, including (but not limited to) members of local boards of education, are not allowed access to secure online or paper test materials. The legal authority for this denial is found in §10-618(c) of the State Government Article, Annotated Code of Maryland, which stipulates the following:

SUBJECT TO PARAGRAPH (2) OF THIS SUBSECTION, A CUSTODIAN MAY DENY INSPECTION OF TEST QUESTIONS, SCORING KEYS, AND OTHER EXAMINATION INFORMATION THAT RELATES TO THE ADMINISTRATION OF LICENSES, EMPLOYMENT, OR ACADEMIC MATTERS.

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Proctors and the general public may utilize the electronic practice tests on the MCAP Government and LS MISA Kiosk or at lsmisagovpracticetest.cognia.org to experience the navigation and rigor of the assessment. Usernames and passwords are not required for the practice test. Users simply select the desired test from the drop-down menu. For each content area (Government or LS MISA), three versions of the practice test are available: standard, text-to-speech enabled, and ASL video enabled.

For paper copies of the practice test, downloadable PDFs are available at maryland.onlinehelp.cognia.org.

Security Guidelines

- When not in use, all secure materials must be kept in a secure central location. Secure test materials **must not** leave the LAC office unless for distribution to a school or school premises. **Exception:** The testing of a home/hospital student in a location other than the school or central office must be coordinated and monitored by the LAC. Testing must be done in accordance with procedures outlined on page 9 of this TCM.

- Answer sheets containing responses must be returned, along with all other secure materials, at the end of the testing session. All answer sheets or anyother material ontaining student responses must first be transcribed into the online Kiosk. All secure materials must be accounted for by the Test Administrator before returning them to the STC. The STC should be notified immediately of any discrepancies.

- Unless directed otherwise by the STC, any test books or Student Testing Tickets being checked out by a Test Administrator on the morning of the scheduled test and not distributed to students during the test administration should be temporarily stored in a secure location inaccessible to students until the end of the daily testing session. This may occur if a student is absent. The Test Administrator must retrieve these books or Student Testing Tickets from the secure location when returning the materials at the end of the day. It is a test security violation if materials are not returned to the STC each day.

- Never hand-score student responses.

- Breaches of security must be reported to the STC, who will in turn notify the school principal and LAC immediately. LACs develop specific local procedures for reporting security issues in accordance with MSDE guidelines. LACs follow MSDE security guidelines and procedures in reporting security issues to MSDE, either immediately or at a subsequent time, depending on the severity of the situation. When in doubt about the proper action to follow in responding to a test security administration issue, LACs should consult with the MSDE Test Security Officer at 1-410-767-0073.

- Refer to Section 2 for additional information about security issues related to online testing.

- Schools should have a plan that aligns with their county policy regarding the use of a cell phone during testing.

ELIGIBILITY REQUIREMENTS FOR SCHOOL TEST COORDINATOR

MSDE regulations require that the LEA appoint an STC for each school in the system (COMAR 13A.03.04).

Eligible STCs for any Maryland state test administration must be an employee of the LEA and possess a valid MSDE certificate for professional school staff. Eligible STCs include the following:

- state-certified academic classroom teachers

- other state-certified teachers who teach in Special Education, Gifted and Talented, and ESOL programs

- state-certified teachers in physical education, health, dance, art, family and consumer sciences, industrial arts, and technology education

- state-certified guidance counselors, library media specialists, school psychologists, pupil personnel workers, and school administrators (other than the principal)

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Notes: 1) Non-certified instructional assistants or aides who are regular employees of the school system for the purpose of providing instruction are NOT PERMITTED to serve as STCs. 2) In the unusual situation where no other school staff but the principal can serve as the STC, the school system should apply to the State Test Administration and Security Committee (STASC) for a waiver and submit a plan for appropriate system-level monitoring of the school during testing and packaging of test materials. (Non-public schools requiring a waiver must submit an application as well.) See Appendix O for the *Request for a Waiver to the Eligibility Requirements for School Test Coordinator*. This form must be completed by the LAC and returned to the State Test Security Officer for review and approval by MSDE's State Test Administration and Security Committee. LACs will receive written documentation for approval of all waiver requests.

ELIGIBLE TEST ADMINISTRATORS, PROCTORS, AND ACCOMMODATORS

Note: Test Administrators, Proctors, or Accommodators may not serve in the same testing room as a student who is a family member or resides within the same dwelling.

Eligible Test Administrators

The Maryland General Assembly adopted legislation concerning the administration of Maryland State Assessments. House Bill 617 permits public school principals to select any employee to act as a Test Administrator pending review and approval by the respective local Superintendent.

Although principals may select any employee to act as a Test Administrator, keep in mind that employees remain culpable if test security infractions are committed.

All personnel assigned to be Test Administrators must be employees of the LEA or LEA 24 school, be trained for their role, and sign a "Test Administration and Certification of Training Form and Non-Disclosure Agreement."

Non-Eligible Test Administrators

The following individuals are not eligible to serve as Test Administrators for state assessments:

- student teachers, student interns, and parents who serve as regular volunteers
- state-certified teachers who are not regular employees of the school system and who are not on a substitute list

Proctors

Persons not serving as Test Administrators may provide assistance during the test administration as a proctor. Each LEA has the option to designate and use proctors to assist with test administrations. The proctors may assist in the following ways:

- help the STC or Test Administrator distribute and collect test materials
- circulate through the room and observe students during the entire testing period
- ensure that students are working on the correct test session and not on any other session
- remind students who finish early to check their work in that test session
- monitor students who finish early to ensure they are not reading other materials (unless approved by the LAC as an option for students after their test book or Student Testing Ticket has been submitted) or disturbing students who are still working

Parents may not serve as proctors unless they are employees of the LEA. The use of instructional assistants, aides, and parents as proctors is an LEA or LEA 24 school option. The Test Administrators

must understand that they, not the proctors, are solely responsible for a smooth and standardized test administration, as well as the protection of the security of the test materials. A staff member serving as the proctor must never be left alone with students during testing or while secure documents are available to students. Proctors are also bound by the security/confidentiality regulations and must not be allowed to view secure materials. Proctors may not serve in the same testing room as a student who is a family member or resides within the same dwelling. As a general rule, one proctor for every 25 students is recommended. Proctors must attend training by the STC and sign the *Test Administration and Certification of Training Form and Non-Disclosure Agreement*.

Eligible Accommodators

Test Administrators and the following individuals may provide accommodations to students during testing:

▪ non-certified instructional assistants and aides

▪ substitutes or other staff members who are regular employees of the school system

Note: The above individuals must be under the supervision of a Maryland state-eligible Test Administrator, must attend training, and must sign the *Test Administration and Certification of Training Form and Non-Disclosure Agreement* prior to the test administration.

Backup Test Administrators

The STC may train backup Test Administrators to serve as administrators when regular Test Administrators are ill. If these trained Test Administrators are not used, they may serve as proctors or accommodators.

IRREGULARITIES DURING TESTING

If a student becomes ill or needs to leave during testing due to an emergency, the Test Administrator (TA) must follow the procedures below.

1. Stop the testing for that one student and record the amount of time remaining in that test session when the interruption occurred.

2. Notify the STC and school nurse and wait for someone to escort the student out of the room.

3. If the student is able to return the same day to finish the test, they can use their Student Testing Ticket to log back in to the MCAP Government and LS MISA Kiosk and resume testing. The student may also need the Proctor Password from the Test Administrator to re-enter the test. For paper testing, they can resume using the same answer sheet, if it is not soiled. (Refer to the Soiled Paper Test Materials Procedure section that follows on the next page.) When testing resumes, be sure to provide only the recorded remaining amount of time for the test session that was interrupted by the illness/emergency.

4. If the student is able to return to retake the test later in the testing window, their test may or may not need to be invalidated.

   For Online Testing: The test does not need to be invalidated. The student should use the original ticket and login to the test. The student will return to their last answered response and will NOT be able to review items previously viewed or answered. The TA should provide only the amount of time missed for the incomplete session and then administer any remaining sessions to complete the test. The LAC or STC should NOT "Unlock" the session as this would allow a student to possibly

change responses previously viewed.

For Paper Testing: The test may be invalidated and the student assigned another paper form. If assigning a new paper form, be sure it is the same form as the original book. The student should continue from the point at which they stopped and the student's previous responses in the original book or answer sheet must be transcribed onto the new answer sheet by the TA or other qualified person. To invalidate a paper test, blacken in the letters A, B, and C in row "M," located in the lower-right corner on the answer sheet cover.

5. If the student is not able to return to finish the test before the close of the testing window, the STC and LAC must then together determine whether the student's test will be returned for scoring or invalidated. To invalidate an online test, the LAC must invalidate the student's test in the MCAP Government and LS MISA Portal before the close of the testing window. There is no additional time after the close of the window to perform this task. If it is decided to invalidate the student's paper test, blacken in the letters A, B, and C in row "M" located in the lower-right corner on the answer sheet cover.

If the student's illness/emergency impacts other test-takers as well, the Test Administrator must suspend testing for the entire testing group. Be sure to record the amount of time remaining in the test session when the interruption occurred. Once the student has been removed from the testing location, any needed cleanup has occurred, and order has been restored, allow the remaining test-takers to continue testing. Remember to provide only the remaining amount of time for the test session when testing resumes.

Note: If a student's test book or answer sheet is torn, the STC should notify the LAC and together determine whether the student's test will be scored or invalidated. The test book security barcode and/or answer sheet lithocode should be recorded for archive purposes and the torn test material should be packed for return shipment to Cognia. Refer to Section 4, Step 3: "Packaging Materials," for more detailed instructions about returning test materials. If invalidating the answer sheet, any original student responses must be transcribed onto a new answer sheet of the same form.

Any test administration may be interrupted by unforeseen irregularities that, in some cases, can result in individual or group performance that is invalid. See Section 2, page 29, for online testing invalidation instructions and Section 4, Step 3, for paper testing invalidation instructions. The STC should notify the principal and LAC of testing irregularities. The LAC will then determine the appropriate method of handling the testing irregularity, in consultation with the MSDE if necessary.

SOILED PAPER TEST MATERIALS PROCEDURE

If a student becomes ill during testing and consequently soils the test book and/or answer sheet, please follow the steps below and complete *Appendix L: MCAP Materials Sent to Cognia*.

1. The Test Administrator stops the testing for the group, sends the student to the school nurse, and records the amount of time remaining in the test session when the interruption occurred.

2. The Test Administrator calls the office for the STC to come to the classroom. The STC identifies the security barcode number located on the test book and records it onto a copy of *Appendix L: MCAP Materials Sent to Cognia*. If it is an answer sheet that is soiled, the STC must record the lithocode number found at the bottom-right corner of the answer sheet front cover.

3. The Custodian, School Nurse, or other qualified school personnel safely handles the test material and places it in a sealed, zip-locking plastic bag with the barcode label visible. Handling soiled

materials must be done in accordance with school system protocols. The STC or other certified test administrator must be present when the test material is placed in a zip-locked bag.

4. After the testing area is cleaned, resume testing for the rest of the testing group. The Test Administrator reminds students of the amount of time remaining for the session prior to the disruption.

5. If the student chooses to return the same day and resume testing, the student is given a replacement test book and/or answer sheet. If using a replacement answer sheet, it must first be determined that all answers already recorded in the soiled answer sheet are legible and can be transcribed verbatim into the student's replacement answer sheet by the STC or CERTIFIED Test Administrator after testing. Be sure to provide only the recorded remaining amount of time for the test session that was interrupted by the illness. If the original answer sheet is so soiled that any portion of any answer is not legible or if the student does not return to resume the test the same day, the student must retake the test within the testing window.

6. The STC packs the damaged test materials in a mailing box, seals it, and labels it with the school's return address and "Damaged Test Materials."

   Before sending the box, the STC or LAC will need to contact the MCAP Government and LS MISA Help Desk at 1-866-207-8804 and report the incident.

7. The STC or LAC sends the labeled box containing the damaged test materials to Cognia via a secure, traceable delivery method within one day. The address for Cognia is:

   Cognia
   Login Manager
   22 Marin Way, Suite 2B
   Stratham, NH 03885

8. The STC sends a copy of *Appendix L: MCAP Materials Sent to Cognia* to the LAC.

9. The LAC compiles an electronic list of all damaged test materials (as listed on the Appendix L forms sent by the STCs) in Excel software and forwards it to the MSDE's State Test Security Officer within one week of the completion of testing.

10. The MSDE compiles a list of all damaged test materials submitted by the LACs and provides the list to the vendor, for use when preparing a Security Report.

RECEIPT OF MATERIALS

School Test Coordinator

Paper test materials will be delivered directly to the schools. They will be sent to the STC's attention. **Please alert all appropriate staff members to expect the delivery and to secure the delivery immediately.**

All initial shipments of test materials that are generated from a Pre-ID File submission may be in multiple boxes. Boxes are numbered "X of Y," where "Y" represents the total number of boxes.

The boxes contain the materials summary for that shipment, a student roster, preprinted student ID labels, and white Tyvek® envelopes. Use the materials summary to inventory the materials immediately. Refer to "Inventory Test Materials" in Section 4, Step 1. School shipments will include a small overage of standard-size test books and answer sheets. If necessary, request additional materials from the LAC or order additional materials from the vendor.

If ordered, braille Kits and Large Print Kits will be included in the initial school shipments.

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TCMs will be sent to schools as a separate shipment. Extra manuals will also be sent to LACs, who may then distribute to schools, as needed.

Retain the shipping boxes. They will be reused to ship the materials to the vendor after the test administration. The *Test Coordinator Manual* and *Test Administrator Manuals* should NOT be returned to the vendor. See Section 4, Step 3, for specific directions about repackaging materials for return shipping.

Note: Schools administering online testing will receive a shipment of materials that includes content-area *Test Administrator Manuals*, and the materials needed for returning any additional accommodated materials they received. Refer to Section 2 for additional information about online testing.

Local Accountability Coordinator

Based on the number of paper test-takers included in the Initial Pre-ID File, the LAC will receive an approximate 5 percent overage of paper test materials unless a different overage percentage was requested via the MCAP Government and LS MISA Portal during the Initial Pre-ID File submission window. This overage should be used to accommodate shortages or requests for additional paper test materials from STCs. The LAC will not receive an overage of Large Print or Braille Kits. The LAC overage materials will be shipped by content area. **Please alert all appropriate staff members to expect the delivery and to secure the delivery immediately.**

Note: Only if an Initial Pre-ID file is submitted will overage materials be sent to the LAC.

TEST MATERIALS

Online Testing

For online testing, students in each test session are administered multiple test forms. Each test form is identified by a different form designation. Exception: Students receiving the Human Reader/Human Signer accessibility feature (or any other available accommodation) who are in an online session are assigned the same accommodated test form.

Paper Testing

Paper testing, in English or Spanish, will only be available to students as an accommodation or in special circumstance approved by MSDE. If your students require this accommodation, please remember to mark this on your Initial Pre-ID file. Paper materials will be automatically ordered from your Initial Pre-ID file. Materials will not be automatically ordered for students needing a paper test and listed on the second Pre-ID file or registered manually within the Portal. Materials must be ordered during the Additional Order window.

A preprinted student ID label must be applied to each student's answer sheet prior to testing. See Section 4, Step 1, for specific directions concerning the application of the preprinted student ID labels.

Section 1	General Information

Test Materials

All test materials must be stored in a secure location onsite at the school or LAC office prior to the test administration. The STC provides test administration training and test materials to the Test Administrators. All students and Test Administrators must have the test materials listed below.

Note: Unless noted otherwise, these materials are needed for both the online testing and the paper testing.

A. Materials provided (by vendor):

For the Test Administrator

- *Test Administrator Manual* (includes procedures for both online and paper testing)

- Session Access Codes (for online testing only; printed from the MCAP Government and LS MISA Portal by the School Testing Coordinator)

  Note: These are secure and should only be released as stated in the *Test Administrator Manual*.

- Preprinted student ID labels (for paper testing only; may have previously been applied to answer sheets by STC)

  ✫ **Note: NEVER PLACE ONE LABEL OVER ANOTHER!**

- Student Roster, Student Tracking Form, or a similar form created by the STC, unless using the test status export function in the MCAP Government and LS MISA Portal (One of these documents will serve as a test archive and must be kept for six years as per COMAR 13A.03.04.)

- White Tyvek® envelope for used answer sheets (for paper testing only)

- Special Handling envelope (for paper testing only)

- Response Accommodation Label (if needed, for paper testing only)

For Each Student

- Student Testing Ticket (for online testing only; printed from the MCAP Government and LS MISA Portal by the STC)

- Government Constructed Response Rubric Sheets or LS MISA Periodic Table (optional printing from MCAP Government and LS MISA Portal for students taking the online test [The Government Rubric Sheets are included as the inside last pages of the paper test book.])

- Test book (for paper testing only)

- Answer sheet (for paper testing only)

B. Additional materials (provided by the school or student):

For the Test Administrator

- A sign for the door that says "Testing: Do Not Disturb"

- A digital clock or a watch or clock with a second hand in addition to any online timer displayed

- A place to display the Session Access Code (for online testing only)

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For Each Student

- Two No. 2 pencils with erasers

- Sheets of clean scratch paper (All scratch paper must be collected at the end of each day's testing and sent back to the STC.)

- Government Constructed Response Rubric Sheets or LS MISA Periodic Tables are optional to print for those taking the test online. These documents are included as part of the testing platform.

- Highlighter (optional) (for paper testing only)

   Note: highlighters must NOT be used on any portion of student answer sheets.

STUDENT TRACKING FORM

The STC must provide each Test Administrator with a Student Tracking Form. A sample of a Student Tracking Form is provided in Appendix I of this manual. You may follow this sample, create your own, print a test session roster from the MCAP Government and LS MISA Portal for online testing, or use the student roster provided in the shipment of test materials for paper testing. Alternatively, the Test Administrator may use the test status export function in the MCAP Government and LS MISA Portal after testing to generate a record. If the Test Administrator is using a physical Student Tracking Form for paper or online testing, it must include space for the content area and a space for each student in the test group to sign their name. The student's signature verifies participation in the test administration for paper testing and verifies that test materials have been returned. **For paper testing, the Student Tracking Form must also include space to record the lithocode number from the student's answer sheet.** The 10-digit lithocode number is located in the bottom-right corner of the answer sheet cover.

The Test Administrator must also sign the form to verify that all students have returned their test materials. The document will serve as a test archive and must be kept for six years as per COMAR 13A.03.04.

Note: Recording each student's 10-digit test book security barcode number is optional. However, it is strongly recommended that, for tracking purposes, this information also be retained either on the Student Tracking Form or in some other archive documentation.

ALLOWABLE AND PROHIBITED AIDS

All STCs and Test Administrators should refer to the table of allowable and prohibited aids. This list is meant to be instructive rather than exhaustive. Instructional aids cannot be developed, displayed, or available solely for the administration of the MCAP. Prohibited instructional aids must be removed or covered up in each testing room or area.

In general, prohibited instructional aids are those that:

a) define terms in the Maryland High School content standards document,

b) give answers to test items, or

c) direct student responses to test items.

If it is found that an instructional aid inadvertently provides a response to a test item, the aid must be removed or covered up immediately, and the STC and LAC must be notified.

Note: Occasionally, a prohibited instructional aid may be used if it is identified as a specific accommodation in a student's IEP, 504 Plan, or EL Plan.

Section 1	General Information

TABLE 2: ALLOWABLE AND PROHIBITED AIDS

EXAMPLES OF ALLOWABLE AIDS	EXAMPLES OF PROHIBITED AIDS
LS MISA	
• Periodic table of elements • Scientific Calculators • EL students may use a word-to-word bilingual dictionary if it is listed in their EL Plan.	• Displayed or personal instructional aids that provide definitions or examples of concepts and terms provided in the expectations and indicators in the Next Generation Science Standards document • Standard published English-language dictionaries and thesauruses • Published scientific/technical dictionaries that define terminology or concepts • A completed graph or a completed model of a graph with labels or annotations indicating required components • Non-test-related personal electronic equipment
Government	
• Published wall maps, globes, and wall charts if they are not labeled to identify or define required components of the Maryland Social Studies Standards document • Government Constructed Response Rubric Sheets • EL students may use a word-to-word bilingual dictionary if it is listed in their EL Plan.	• Graphs and/or charts that identify or define components contained in the Maryland Social Studies Standards • Standard published English-language dictionaries and thesauruses • Non-test-related personal electronic equipment

Personal Materials Prohibited

Non-test-related personal belongings are prohibited in the test area or in a student's desk, including but not limited to:

1) personal reading materials

2) silenced cellphones

3) tablets, the Apple Watch™ and other emerging technologies

4) digital electronic players or recorders

5) Wireless Bluetooth-enabled headphones

6) any other non-test-related personal electronic equipment

These materials and any related items must not be in the possession of students, Test Administrators, proctors, or any other authorized persons in the immediate testing area including in their desks. These items are considered test security risks and/or distractions to an appropriate testing environment.

Exceptions:

1. **The Test Administrator may keep a silenced cell phone in their desk or some other secure location. This phone should only be used for issues related to the immediate test administration. The LAC may override this exemption for their LEA.**

2. **A diabetic student requiring a cell phone to monitor blood sugar levels may have this phone silenced, but set to vibrate to alert the student.**

3. **A student with a documented hearing loss may have a Bluetooth hearing aid paired to the testing device.**

Section 2   Online Testing Procedures

OVERVIEW OF ONLINE TESTING

The online testing system is comprised of two different web-based applications: MCAP Government and LS MISA Kiosk and MCAP Government and LS MISA Portal.

Students use the MCAP Government and LS MISA Kiosk to take the online tests while STCs use the MCAP Government and LS MISA Portal to create and maintain student rosters, create and modify test sessions, print Student Testing Tickets/Session Access Codes, and monitor the completion of the online tests. Test Administrators do not need an account in the MCAP Government and LS MISA Portal to administer the assessment.

Tests initiated online must be completed online. If a school encounters a technical issue that cannot be resolved in a sufficient period of time to allow students to finish testing during the testing window, the STC must contact the LAC. The LAC should then contact MSDE for guidance on how to proceed with testing these students.

The instructions that follow apply to those schools who are administering Government or LS MISA online via the MCAP Government and LS MISA Portal and Kiosk. In order to administer the online tests, you will be using this section (Section 2) of this manual and sections 3 and 4 of the *Test Administrator's Manual*, as well as the *MCAP Government and LS MISA Portal User Guide* and *Test Administrator's Technology Guide* available on the Maryland Help and Support page at <u>maryland.onlinehelp.cognia.org</u>.

As with any test administration, a successful and smooth online administration is dependent upon the staff's familiarity with the proper procedures. LACs and STCs must be thoroughly familiar with the online testing system.

Terminology

- **Administrative workstations** refers to computers or devices used by STCs to perform test administration functions (creating and managing test sessions, adding students to a session, printing Student Testing Tickets, etc.). The administrative functions are accessed via the MCAP Government and LS MISA Portal website: <u>LSMISAGovPortal.cognia.org/admin</u>. Administrative workstations must have an active connection to the Internet in order to login to their MCAP Government and LS MISA Portal account.

- **Test Delivery workstations** refers to computers or devices used to deliver tests to students. Students access the tests within the MCAP Government and LS MISA Kiosk by means of a web-based application. Test Delivery workstations must have an active connection to the Internet and the current version of the MCAP Government and LS MISA Kiosk App.

- **Student Testing Tickets** refer to the secure documents printed by the STC that provide each student with information needed to log in to the MCAP Government and LS MISA Kiosk. Each student must have a Student Testing Ticket to take the test online. The Student Testing Ticket contains the username and password that students will need to log in to the MCAP Government and LS MISA Kiosk. It is imperative that Test Administrators carefully read the full names printed on the tickets to ensure that each student receives their correct ticket. **These tickets are secure documents until all online testing is completed.** After testing, the STC must securely destroy these tickets.

- **Session Access Codes** refers to special codes that are required to be entered by students on their

Test Delivery workstations in order to move from one session of the test to the next. **Session Access Codes must be kept secure by Test Administrators.** Each session will have a different 10-digit **Session Access Code**. The STC must organize make-up testing so that Session Access Codes are available for specific students. Students should not be moved from their original Session. After testing, the STC must securely destroy these Session Access Codes.

Preparing for Online Testing

The key to a successful online test administration is to proactively prepare for the administration. The following steps must be completed in preparation for online testing. The steps should be completed by the LAC, district office, school-based information technology (IT) staff, or STC in advance of the test administration.

- Ensure the Pre-ID File submitted for your school has the most current student information including accommodations, accessibility features, and method of testing. Student data will be preloaded in the MCAP Government and LS MISA Portal from the Pre-ID Files. (Responsibility: STCs may notify LAC of updates required on Pre-ID File. For the Pre-ID submission dates, please refer to the schedule on the inside front cover.)

- **Install the MCAP Government and LS MISA Kiosk on each of the Test Delivery workstations.** Cognia recommends that shortcuts to the MCAP Government and LS MISA Kiosk application be placed on each test delivery workstation. The version of the MCAP Government and LS MISA Kiosk that will be used for this administration for Windows, MacOS, and Linux was made available on September 25, 2023. The iPadOS and ChromeOS apps were made available on October 24, 2022. For complete information on installing MCAP Government and LS MISA Kiosk, please see the *MCAP Government and LS MISA Kiosk Installation Guide* document, found at the Maryland Help and Support page. (Responsibility: LAC for sharing requirements and IT staff for installation; STCs for notifying IT personnel of any computers on which MCAP Government and LS MISA Kiosk is not properly installed)

- Determine the readiness of your network infrastructure to successfully use the various components of the MCAP Government and LS MISA Kiosk. Cognia has created a *MCAP Government and LS MISA Technology Guidelines* document that outlines requirements for hardware, software, network connectivity, and intermediate network devices. This document can be found at the Maryland Help and Support page. Go to maryland.onlinehelp.cognia.org and select **eMetric Guides**. In addition, your LEA should complete a Site Readiness check in each school prior to the administration. Contact your LAC if you have any questions about this process. (Responsibility: LAC and IT staff)

- **Create a testing schedule.** The STC should work with the school's technical staff to identify the number of computers available for testing and the number of concurrent tests your network can successfully manage. The Statewide Schedule Tool (itempra.org/schedule) should be used to enter testing schedules at least one week before the testing window opens and the STC must maintain the accuracy of the schedule. Contact the LAC for directions on entering schedules. (Responsibility: STC and IT staff)

- **Utilize the *MCAP Government and LS MISA Portal User Guide* and other Technical Guides located on the Maryland Help and Support Page for additional information about online testing:** maryland.onlinehelp.cognia.org. (Responsibility: LAC and STCs prior to, during, and after testing)

Handling Technical Emergencies

Schools should contact their local IT support with technical issues. In the event the issue cannot be resolved, the STC and IT support should contact Cognia at 1-866-207-8804.

If a school encounters a technical issue that cannot be resolved in a sufficient period of time to allow students to finish testing during the testing window, the STC must contact the LAC. The LAC should then contact MSDE for guidance on how to proceed with testing these students. Tests initiated online must be completed online and all paper tests must be transcribed into the online Kiosk.

Never "Turn In" student responses because of a technical issue without first receiving directions from MSDE. If student tests need to be invalidated because of a technical problem, they must first be invalidated in the MCAP Government and LS MISA portal, which can only be done by an LAC or MSDE.

MCAP Government and LS MISA Portal Checklist

This checklist is provided to assist with planning for online testing. Please refer to this manual for information about the procedures mentioned below.

TABLE 3: MCAP GOVERNMENT AND LS MISA PORTAL CHECKLIST

Please see key dates document on the inside front cover.

CHECK	TASK
	LAC submits Initial Pre-ID File noting whether each student is a **P**(paper) tester or **O**(online) tester, and including accessibility features and/or accommodations.
	LACs upload accommodations and/or additional accessibility features file to revise previously submitted students.
	LACs and STCs manually add students, transfer students, add accommodations/accessibility features, and create classes.
	LACs and STCs "schedule" online tests in MCAP Government and LS MISA Portal.
	LAC and STCs work together to determine Online Test Schedule (number of sessions each day, number of available labs/computers, etc.) based on number of students testing.
	Train STCs and/or Test Administrators.
	STC enters testing schedule in Statewide Schedule Tool on itempra.org/schedule/.
	STC prints Student Testing Tickets and Session Access Codes and secures until day of testing.

Designating Accommodations for Online Testing

General procedures for accommodations are contained in the MAAAM, and all staff involved in any way with providing accommodations to students must be familiar with this MSDE publication. A copy of the most recent edition of the MAAAM is available at https://marylandpublicschools.org/programs/Documents/Special-Ed/IEP/Maryland-Assessment-Accessibility-Accommodations-Manual.pdf.

Proctors assisting online test-takers who have the scribe response accommodation must enter the students' responses into the computer in real time. **This means that the scribe must enter the responses directly into the computer at the time that the student gives them instead of noting them down elsewhere and entering them later. All answers for a given session must be entered before moving on to the next session.**

Students who take the test online and receive the Human Reader/Human Signer accessibility feature for the entire test may have the feature provided by a human reader or signer, individually or in a group. No more than five students may be grouped together to provide the Human Reader/Human Signer feature for the entire test, since students typically proceed through the test at different rates.

Individual students or groups of students who test online and receive the Human Reader/Human Signer accessibility feature or accommodation must have the feature provided by a Test Administrator, Instructional Assistant, or other qualified individual who reads/signs the text exactly as it appears on the computer screen. The Test Administrator or qualified individual will read the test aloud verbatim from a paper test book supplied by the STC.

Students who test online and receive their accommodation or accessibility feature in a group must be placed in the same room. The Test Administrator can then read the test aloud verbatim from a paper test book provided by the STC to all the students simultaneously.

Note: Students assigned the Text-to-Speech (TTS) accessibility feature need to be assigned TTS when creating a Session in order to have the TTS controls show in the MCAP Government and LS MISA Kiosk. Each student using Text-to-Speech will need headphones to take the assessment.

TEST SECURITY FOR ONLINE TESTING

Security of Testing Room

Schools must arrange for appropriate physical conditions for testing. Crowding should be minimized and seating arranged to discourage students from cheating. It may be helpful to provide blinders (in the form of file folders or tri-fold project display boards) between each computer monitor. In addition, the STC, Test Administrator, or Proctor should place the "TESTING IN PROGRESS: DO NOT DISTURB" signs on the doors.

Before testing, remove all curricular materials that might influence student performance. These include charts, chalkboard displays, and bulletin board displays of materials related to test content. Refer to Section 1, page 19, for a list of allowable and prohibited aids.

Security of Test Materials

Test security of all materials must be maintained before, during, and after the test administration. Refer to Section 1, page 11, for specific directions related to who may and may not have access to secure materials. All LACs, STCs, Test Administrators, and Proctors must adhere to the following procedures to ensure test security and to maintain the integrity of the MCAP assessments.

The Student Testing Tickets must be kept secure until all student responses have been submitted and testing is complete. When testing is complete, all Student Testing Tickets must be returned by the Test Administrator to the STC, who will securely destroy them.

The Session Access Codes must be kept secure at all times. When testing is complete, all Session Access Codes must be returned by the Test Administrator to the STC, who will securely destroy them.

IRREGULARITIES DURING TESTING

If a student becomes ill or needs to leave due to an emergency, the Test Administrator must follow the procedures below:

1. Record the amount of time remaining in the test session when the interruption occurred.

2. Notify the STC and the school nurse and wait for someone to escort the student out of the room.

3. At whatever point during the testing window the student returns to test, the student can use their username and password from their Student Testing Ticket along with the Proctor Password to log back in to the MCAP Government and LS MISA Kiosk and resume testing. When testing resumes,

Online Testing Procedures	Section 2

be sure to provide only the recorded remaining amount of time for the test session that was interrupted by the illness/emergency. Upon login, the student will return to the last item answered if they exited during a session. Items previously answered will be locked and the student will receive a message on their screen should they try to return to those items. The STC or LAC should NOT "unlock" the session as the student would then have the opportunity to change responses. If the student returns to start a new session, the student will use the same ticket and be given a session access code to begin their test.

4. If the student is not able to return to finish the test before the close of the testing window, the STC must complete *Appendix N*: *Request to Invalidate an Online Test* form and send it to the LAC. The STC and LAC must then determine whether the student's test will be invalidated or submitted automatically at the end of the testing window. If not invalidated, the student's test will be automatically submitted and scored. If invalidated, the student's test will not be scored.

If the student's illness/emergency affects other test-takers as well, remember to record the amount of time remaining in the test Session when the interruption occurred. Once the student has been removed from the testing location, any needed cleanup has occurred, and order has been restored, allow the remaining test-takers to continue testing by using their username and password from the Student Testing Ticket along with the proctor password if needed to log back into the MCAP Government and LS MISA Kiosk. Remember to provide only the remaining amount of time for the test session when testing resumes.

Test Administrators are responsible for monitoring their online testing sessions for any type of unforeseen testing irregularities, just as in paper testing sessions. Notify the STC of any irregularities, who in turn will notify the principal and LAC. The LAC will then determine the appropriate method of handling the testing irregularity, in consultation with MSDE if necessary.

PRIOR TO ONLINE TEST ADMINISTRATION

Generate Access for School Test Coordinators and Technical Staff

The MCAP Government and LS MISA Portal requires a secure username and password. Contact your LAC for account information.

The *MCAP Government and LS MISA Portal User Guide* provides all user setup instructions. To access the User Management module, go to **"Users"** in the MCAP Government and LS MISA Portal. From here, you can create a new user, edit users, or deactivate users. In this case, the word "user" refers to an STC or technical staff, not a student.

Test Administrators and teachers do not need user accounts in the MCAP Government and LS MISA Portal. Follow the instructions found in the *MCAP Government and LS MISA Portal User Guide* for more details associated with creating user accounts.

Accessing the MCAP Government and LS MISA Portal

> The MCAP Government and LS MISA Portal is available via your web browser at LSMISAGovPortal.cognia.org.

Each new portal user (STC or designee) will receive an email containing a username and a separate email containing a temporary password that will be used to log into the MCAP Government and LS MISA Portal. Check with your LAC if you have questions or cannot locate the relevant emails.

| Section 2 | Online Testing Procedures |

Verify Student Data for Online Testers

The **"Students"** page of the MCAP Government and LS MISA Portal site enables LACs and STCs to add students to the system, view students already in the system, search for a student in the system, and edit student's demographic information and accommodations/accessibility features. Student data is preloaded into the MCAP Government and LS MISA Portal for those students who were included in the Initial Pre-ID File submitted by the LAC. If a student is not present in the MCAP Government and LS MISA Portal student data for your school, please confirm if your student transferred from another school in the state or if they came from out of state. If the student came from out of state, they will need to be manually added to the Portal. If they transferred from another LEA, contact the LAC from that LEA and request that they call Cognia to have the student transferred into your school. If the student transferred from another school within your district, contact the LAC to have them transferred into your school.

Manually Adding and Editing a Student in the MCAP Government and LS MISA Portal

If a student is not in the MCAP Government and LS MISA Portal after the enrollment period, they will need to be manually added to the MCAP Government and LS MISA Portal. Instructions to manually add a student to the MCAP Government and LS MISA Portal can be found in the *MCAP Government and LS MISA Portal User Guide* on the Maryland Help & Support site at maryland.onlinehelp.cognia.org.

To add and/or edit a student's accommodations, follow the instructions from the *MCAP Government and LS MISA Portal User Guide*. Please follow the directions of your LAC as to who is responsible for adding students or updating accommodations. The STC in LEA 24 schools will be responsible for adding students or updating accommodations in the Portal.

Note: If a student needs to be switched to paper testing after the initial enrollment period, review with your LAC or MSDE how to make the needed changes in the MCAP Government and LS MISA Portal and order test materials for that student.

Verify Information for Home-Schooled Students Testing Online

Home-schooled students who test at your school may take the LS MISA and Government assessments online. These home-schooled students will not be preloaded into the MCAP Government and LS MISA Portal—the LAC or STC must register the student manually by entering the student's information into the MCAP Government and LS MISA Portal and checking the "Home School" box. The student can then be assigned to a group and a test.

When manually adding a home-schooled student to the MCAP Government and LS MISA Portal, if the student has a State Assigned Student ID (SASID), please use it. However, if the student does not have a SASID or Local identifier, you may use your 2-digit LEA number, plus 4-digit local school number, plus the month and day of the student's birth date. For example, John Doe comes into LEA 01, School 1234, and his date of birth is 02/22/2008. Then his temporary ID for the SASID would be 0112340222 – 10 digits.

When it is necessary to manually add students who are twins, you may add a different digit at the end of one of the students. The SASID validation will not allow for letters.

If a home-schooled student takes the tests online, the STC must fill out the *Home-Schooled Student Information Sheet* provided in Appendix J. This is the same form used for home-schooled students taking the paper tests. This form should be completed and sent to the LAC. Refer to Section 1, page 8, for specific procedures for home-schooled students.

Online Testing Procedures	Section 2

Schedule Test Sessions

After students are in the system, they must be added to a class and then the class must be scheduled to take a test. Step by step instructions to create classes and schedule tests in the MCAP Government and LS MISA Portal are in the *MCAP Government and LS MISA Portal User Guide*. These instructions include:

▪ Creating a New Class

▪ Editing an existing class

▪ Scheduling new test sessions

▪ Printing Student Testing Tickets

Prepare for Make-Up Sessions

Students who are not in school on the school's established online test date(s) must be given a make-up opportunity on one of the subsequent days within the online testing window. A time and location must also be arranged for each necessary make-up session.

View/Print Student Testing Tickets

The STC or LAC can view and print Student Testing Tickets at any time. A recommendation would be to print Student Testing Tickets the day before the first session of the test since tickets must be considered secure material until the students have submitted their results at the end of the test.

Test Administrators must not have access to Student Testing Tickets prior to the morning of the scheduled test date. Students will use the same Student Testing Tickets each session of a specific content area to complete the test. Remind Test Administrators that as Student Testing Tickets are distributed to students at the start of a test session, they should carefully read the full name printed on each one to ensure that each student receives the correct Student Testing Ticket.

DURING ONLINE TEST ADMINISTRATION

Provide Test Materials to Test Administrators

On the morning of testing, STCs must provide Test Administrators the following materials needed to administer the online test:

▪ *Test Administrator Manual*

▪ Student Testing Tickets

▪ Session Access Codes

▪ *Student Tracking Form* (Appendix I) or similar form to collect signatures, unless using the test status export function in the MCAP Government and LS MISA Portal

▪ Scratch Paper and Pencils

Note: Refer to the specific content area's *Test Administrator Manual* for a list of materials needed for each test-taker.

Session Access Codes

There are multiple Sessions in each MCAP online test. At the beginning of each Session, the student will be required to enter a Session Access Code to begin that Session. Session Access Codes ensure that students can review and change answers only in the current Session of the test. When printing your Student Test Tickets, the Session Access Codes will be printed on the first page in the PDF. A graphic of how the Session Access Codes function is found below.
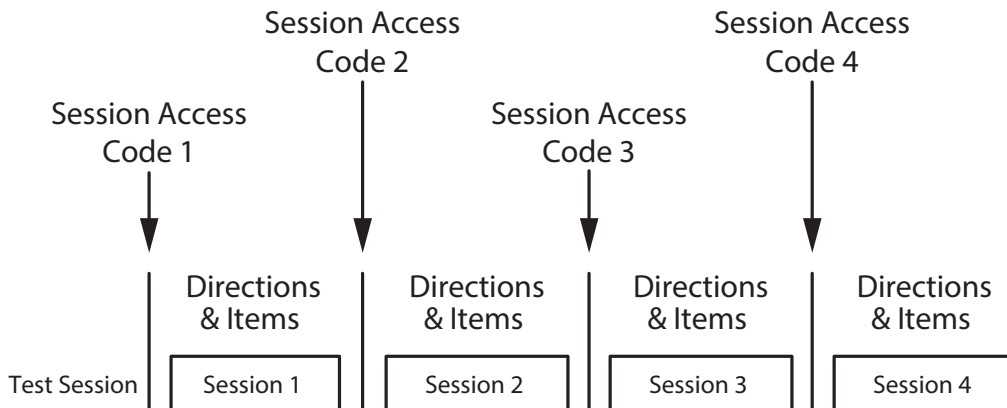
Important! Session Access Codes must be kept secure and should only be given to students when the Test Administrator is prompted by the explicit instructions in the *Test Administrator Manual* to provide each individual Session Access Code to students during the online test administration. Failure to maintain security of Session Access Codes may result in invalidation of student tests and personal consequences to the Test Administrator.

MCAP Government and LS MISA Kiosk Terminology Used in Online Testing

The MCAP Government and LS MISA Kiosk web-based application used in the online LS MISA and Government assessments is developed by Cognia. Some of the terminology used in the MCAP Government and LS MISA Kiosk is not customizable for Maryland usage. In order to help avoid confusion, the table below explains some of the terms used in the software.

TABLE 4: MCAP GOVERNMENT AND LS MISA KIOSK TERMINOLOGY

Term	Explanation and Usage
Test Session	When conducting online testing, the term "Test Session" refers to the entire block in which the Sessions of the test are conducted, or to the electronic record of each group of students that is testing together.
Session	The Government and LS MISA online tests consist of four "Sessions."
	The different Sessions are the result of the manner in which Session Access Codes have been implemented in the online test environment.
	"Session Access Codes" are used to lock portions of the test so that students cannot move ahead or go back to another Session of the test. Session Access Codes also provide test security during breaks by prohibiting students from getting a "head start" on subsequent test items.
	The Session Access Codes diagram on the previous page helps illustrate how the various segments of the test are identified as "Sessions."

Monitor the Test Administration

Closely monitor the administration of the online test as it is being conducted in your school. Be actively involved in the test administration by carefully supervising the procedures described in this manual. Be available to answer questions and deal with problems as they arise.

STCs may view the status of each test session and student through the MCAP Government and LS MISA Portal. You can monitor the progress of all students assigned to a test session via the **Test Sessions** page. Instructions on how to export test status are on page 64 of the *Portal User Guide*.

Administering an Online Session Over Multiple Days

MCAP assessments in each content area are designed to be administered in multiple Sessions. Students who cannot complete one session in a day must have the unique accommodation requests approved by MSDE six weeks before the opening of the testing window. The Application for Approval to Administer Assessments Over Multiple Days (Accommodation 5b) is provided in Tool SWD-7 of the MAAAM.

For testing of complete sessions on different days, instructions are included in the *Test Administrator Manual* for end of day close and new day start procedures.

Invalidating an Online Test

Occasionally an STC must bring to the attention of the LAC a situation or conduct during testing that may have caused an invalid administration for a student. In these instances, the STC must fill out *Appendix N*: *Request to Invalidate an Online Test* and contact the LAC to have the student's test invalidated. Only after the student's test has been invalidated can they be rescheduled to re-take a test. The LAC should retain the *Appendix N* form for six years after the test window. Only an LAC has the ability to invalidate an online test.

A student's test does not need to be invalidated if they did not Turn In a test. The STC should first validate that the test is listed as Finished on the MCAP Government and LS MISA Portal. The test session can be reactivated by the STC so the student may respond to any questions not previously answered. If the student needs access to previously answered questions, the test must be unlocked so that already viewed items can be reviewed and edited. Please follow the instructions in the "Removal of the Pause Button" document on the Maryland Help & Support page. Remember to document any Testing Irregularities surrounding these possible events.

AFTER ONLINE TEST ADMINISTRATION

Gather Test Materials from Test Administrators

Student Testing Tickets, Session Access Codes, Student Tracking Forms (if applicable), the *Test Administrator Manual*, used scratch paper (if applicable), and Government Rubric Sheets or Periodic Tables (if applicable) must be returned by the Test Administrator to the STC as soon as possible after the end of the testing session, but no later than the end of the same school day on which the test was administered.

Note: Test Administrators should identify for the STC any students who were absent during testing so that a make-up test opportunity can be offered to them on one of the subsequent days within the testing window. STCs should retain all copies of the *Test Administrator Manual* that will be needed for use during make-up testing.

Packing Online Test Materials

After testing is completed, used scratch paper is considered secure materials and must be securely destroyed according to a plan established by the LAC. Contact your LAC if you are unsure whether or not these secure materials should be returned to the vendor. All other online test materials, including used Student Testing Tickets, Session Access Codes, and *Test Administrator Manual* are non-secure materials and should be destroyed locally. Each LAC will provide guidance to STCs surrounding the responsibility to destroy non-secure items.

Complete the Home-Schooled Student Information Sheet

The STC must fill out the *Home-Schooled Student Information Sheet* provided in Appendix J of this manual for each home-schooled student that tests online. When completed, this form must be sent to the LAC. Refer to Section 1, page 8, for specific directions.

Section 3   Instructions for Local Accountability Coordinators

STEP ONE: PRIOR TO TEST ADMINISTRATION

Submitting a Pre-ID File

LACs supervise the creation of a student-level data file identifying all students in the school system who should participate in the Government or LS MISA tests. The Pre-ID File contains basic student demographic information to facilitate identifying individual students taking the assessments, as well as identifying the mode of testing (online or paper) for each student. This file also contains the Personal Needs Profile (PNP) information for students entitled to accommodations or accessibility features on testing. This information drives the form of the test and often any special materials associated with the test. This data file is the primary source of preprinted student ID labels for paper testing. The Initial Pre-ID File also generates an LAC overage shipment based on the number of paper test-takers included in the file. A Pre-ID File that only contains online test-taker records will not generate an LAC overage shipment.

LACs must submit their Initial Pre-ID Files via the MCAP Government and LS MISA Portal. Once the file is accepted with no errors, the file may be updated with changes to existing student accommodation information during the Additional Test Taker Accommodations enrollment window. There is also a second window for uploading Pre-ID Files. This second Pre-ID file will NOT generate manuals or secure test materials. Accommodated forms associated with students submitted during this window will need to be ordered separately as an Additional Materials order.

Paper material shipments will be automatically ordered off of the Pre-ID files submitted during the initial enrollment window. After you receive your shipment of materials for a test, you can order additional materials through the MCAP Government and LS MISA Portal. All dates are listed on the inside front cover.

From the Shipment History page:

1. If a test is not selected, filter the **Orders** table by selecting an organization from the **organization** menu, and then select a test from the **Administration** menu.

2. To order additional materials after having received the initial shipment of paper test materials, click **Order Additional Materials**.

Note: LACs who want to change the sort option of their student ID labels or change the percentage of their overage material shipment must do so during the initial Pre-ID File submission window.

Training

▪ Conduct training for STCs on all online and paper testing procedures. See *Appendix K: MCAP Testing Reminders* for a one-page testing reminders document that may be used in training. However, Appendix K is not intended to replace the use of the *Test Administrator Manual* during training or during the administration of the test. The option of whether or not to use this one-page chart in the training of Test Administrators is a decision to be made by LACs and STCs. The STC should conduct training before each administration of the Government or LS MISA tests.

▪ Work with STCs to coordinate training of Test Administrators, accommodators, and proctors. Instructional assistants and other personnel who have been appointed by the principal to serve as a Test Administrator or who provide accommodations during testing must participate in training.

Each STC must understand the importance of transcribing responses from EVERY paper test into the online Kiosk. Failure to enter responses online may cause the test to possibly not be scored during the testing window.

- Inform STCs of Code of Ethics and State Board Security Regulations.

- Work with STCs and other appropriate school personnel to verify and arrange test accommodations or accessibility features. Test Administrators, accommodators, and proctors must know what accommodations or accessibility features each student will be using and how to administer them properly.

- Remind STCs that students must sign a Student Tracking Form before leaving the testing area, unless the Test Administrator is using the test status export function in the MCAP Government and LS MISA Portal. Also, for paper test-takers, each student's 10-digit answer sheet lithocode number must be recorded on the Student Tracking Form. The lithocode number is located in the bottom-right corner of the answer sheet cover. See *Appendix I*: *Test Archive: Student Tracking Form*. The Test Administrator must also sign and date this document. The document used must be retained for six years per COMAR 13A.03.04 as a test archive indicating those students who have taken the MCAP assessments. (**Note:** Recording each student's 10-digit test book security barcode number is optional. However, it is strongly recommended that, for tracking purposes, this information also be retained either on the Student Tracking Form or in some other archive documentation.)

- Review with STCs the sections of the *Test Administrator Manual* that contain separate test directions for the online administration, paper tests, and the Braille administration. Refer to Section 2 in this *Test Coordinator Manual* for specific online testing procedures.

- Remind STCs to regularly check Cognia's Maryland Help and Support site and email from the LAC with timely updates. LEA 24 STCs should also check the LEA 24 STC folder on DocuShare.

Inventory Test Materials

Please follow these steps upon receipt and processing of test material shipments:

1. Confirm that all participating schools have received their test materials. Tracking information for all school shipments can be accessed on the MCAP Government and LS MISA Portal.

   - If any school is missing some materials from its shipment, have the school complete *Appendix C*: *Discrepancies Log for MCAP Materials* and send it to the LAC. The STC or LAC should then immediately place an additional materials order for the missing materials.

2. Reconcile school shortages. If additional materials are needed, they will need to be ordered via the MCAP Government and LS MISA Portal or the customer service phone system during the established order windows.

   - The vendor will only overnight missing materials in an emergency. However, delivery of last-minute requests may not arrive prior to the end of the testing window. On-time delivery of materials cannot be assured unless additional materials orders are received within the established order window listed on the inside front cover. Please urge all STCs to inventory and submit orders for additional materials immediately upon receipt of their initial paper test materials deliveries.

3. Place additional orders as needed. If the initial shipment of materials is insufficient to fill requests for materials, an Initial Pre-ID File was not submitted, or additional students were added via the website after the Pre-ID window closed, either the LAC or STCs should place additional material orders via the MCAP Government and LS MISA Portal online ordering system or Cognia customer service. Additional Material orders must be placed within the designated ordering date ranges.

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Refer to inside front cover for specific additional material order window dates.

- Enter the Additional Materials order using the MCAP Government and LS MISA Portal. Reference the *MCAP Government and LS MISA Portal User Guide* for detailed instructions. The user guide is available at maryland.onlinehelp.cognia.org.

  There will be a link in the MCAP Government and LS MISA Portal "Materials Management" page that will take you to the online ordering system to order additional materials. Once there, follow the onscreen instructions. To access your school's account, you will need the "Ship Code" located on the first line of your Materials Summary form.

- Remember that students added to a school's enrollment via the website after the Pre-ID window closes will only generate a preprinted student ID label order. The additional test materials needed for these students must be ordered as a separate, additional order by contacting Cognia customer service.

- Additional copies of the TCM and TAM can be downloaded from the Cognia help & support site at maryland.onlinehelp.cognia.org or ordered through additional materials.

Additional Material Order Shipments

Students added to a school's enrollment via the website during the Initial Pre-ID window will automatically generate a preprinted student ID label shipment for the paper test-takers. However, the additional test materials must be ordered as a separate additional materials order either via the MCAP Government and LS MISA Portal website or Cognia customer service. All additional materials orders must be placed by noon on the last day of the order window. See inside front cover for specific additional materials order window dates.

Verify Proper Use of Special Handling Envelopes

Included in each initial shipment of materials will be special return envelopes labeled "Special Handling Envelope." These envelopes must be used to package individual students':

- Brailled or word-processed student responses
- standard-size or Large Print test books with Response Accommodation Labels affixed to them (Large Print test book folded in half to fit in envelope)
- used Large Print answer sheets (folded in half to fit in envelope)
- used answer sheets that have been transcribed online in the MCAP Government and LS MISA Kiosk
- invalidated answer sheets
- LEA 55 answer sheets

Detailed instructions on how to use the Special Handling envelopes are also provided in Section 4, Step 3.

Section 3	Instructions for Local Accountability Coordinators

STEP TWO: DURING TEST ADMINISTRATION

▪ Be available to respond to questions from STCs and school personnel. If answers are not available to you in this manual, call MSDE at 1-410-767-0073 for all policy and administration questions or Cognia at 1-866-207-8804 for all technical questions.

▪ If any secure materials are reported missing to you by STCs, notify Cognia and MSDE's State Security Officer in the Assessment Office at 1-410-767-0073.

▪ Document missing materials directly on the materials summary received with the test materials shipment.

▪ Monitor test administration to verify that prescribed procedures are followed.

▪ Notify MSDE's Assessment Office of any testing irregularities as appropriate by calling 1-410-767-0073.

STEP THREE: AFTER TEST ADMINISTRATION

Material Pickup Schedule

All MCAP Government and LS MISA materials will be picked up by UPS and returned to Cognia. Schools and LACs will need to schedule their UPS pickup through the MCAP Government and LS MISA Portal. After all shipments are packed and ready to ship, you can schedule your UPS pickup from the **Shipment History** page:

1. If a test is not selected, filter the **Orders** table by selecting an organization from the organization menu, and then select a test from the **Administration** menu.

2. To schedule a UPS pickup for your shipment, click **UPS Pick Up Request**.

Pickup of test materials will occur between 8 a.m. and 3:30 p.m. An a.m. or p.m. pickup will not be designated. Pickups will need to be placed before 12:30 p.m. to ensure next day pickup. All dates are listed on the inside front cover.

Questions regarding pickup should be directed to the Cognia MCAP Government and LS MISA Help Desk by phone via the customer service number, 1-866-207-8804, or in an email request via LSMISA.GovHelpDesk@cognia.org. Refer to page 29, page 42, or Appendix B for detailed instructions about returning test materials.

Receive Tracking Information Materials from School Test Coordinators

The LAC can receive several appendices from each STC. Appendices will be available at docushare.msde.maryland.gov and may be completed electronically and emailed from the STC to the LAC, or they may be completed as hard copy. Confirm that you have received all appendices from each school. See *Appendix H: Summary of Appendices Available Electronically* for a list of forms. Forms that may be sent to the LAC are *Appendix A: Redistribution of MCAP Materials Record*; *Appendix C: Discrepancies Log for MCAP Materials*; and *Appendix M: Secure Material Inventory*. If used, these forms must be retained for six years.

LAC Procedures for Processing Home-Schooled Student Answer Sheets

Students who are home-schooled are entitled to participate in the MCAP assessments. However, the materials for these students will be processed separately from test materials for all other students. STCs will submit all home-schooled student answer sheets and their accompanying *Appendix J: Home-*

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*Schooled Student Information Sheet*s to the LAC for processing.

Please follow the steps below when processing and sending these materials to the scoring vendor.

1) At the conclusion of testing, make certain that all STCs have sent to you via secure mail or another secure system (a) any completed *Home-Schooled Student Information Sheet* with no attachment for each home-schooled student who tested online, and (b) any home-schooled student answer sheet along with the completed *Home-Schooled Information Sheet* for each home-schooled student who tested on paper.

2) For each home-schooled student answer sheet submitted, check to be sure that:

   a. all required sections of the answer sheet cover are completed. On the front of the answer sheet, make sure to handwrite and bubble in the number "55" into the LEA Number box located in the top right corner. This is the code used to identify home-schooled students' answer sheets. In the section labeled "School Number," handwrite and bubble in your LEA number preceded by zeros. For example, if your LEA Number is "30," the school number you would bubble in on the Header Sheet would be "0030."

   b. no preprinted student ID label has been applied to the answer sheet. If a label has been affixed to the answer sheet, use a permanent marker and draw a line through the barcode.

   c. all required information on *Appendix J*: *Home-Schooled Student Information Sheet* that accompanies the answer sheet has been provided (for online and paper test-takers).

3) Separate and retain all *Appendix J*: *Home-Schooled Student Information Sheet*(s), as these indicate the correct address to which you will later send home-schooled students' Home Reports and score labels. Note that all Home Reports and score labels for home-schooled students will be returned to the LAC office for processing and distribution to the students' home addresses.

4) Separate the answer sheets by content. For more detailed instructions on returning test materials, please refer to Appendix B.

5) Return the answer sheets in the Special Handling envelope.

Packaging Materials

The following procedures should be followed when packing materials for the return shipment to Cognia.

- Place any excess materials in as many of the original boxes as needed. Materials must be separated into two groups: scorable and nonscorable. Scorable materials include all used answer sheets and materials that will need to be returned in the Special Handling Envelope. Non scorable materials would include all used and unused test books, unused answer sheets, and any other unused materials. You may choose to complete *Appendix E: Box Content Checklist* and keep them for your records. Refer to Section 4, page 45, for detailed packaging instructions.

- If you are shipping any used answer sheets, place them in the "Return of Used Answer Documents" envelope.

- If you are shipping any invalidated answer sheets make sure to put them into the Special Handling envelope.

- If you are shipping any brailled or word-processed original student responses, used Large Print answer sheets, and/or test books with Response Accommodation Labels affixed to them, remember to package them in Special Handling envelopes before placing them in your shipment. For more detailed instructions, refer to Section 4, Step 3.

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- Torn invalidated answer sheets should be returned in the Special Handling envelope. Torn test books should be returned in your subsequent box(es).

- Seal the boxes.

- Shipping labels for returning materials to Cognia are included in the Administration box. Place the appropriate return label on the top of each box. Number the boxes sequentially so that each has the total number of boxes for that shipment.

  If you use return shipping labels that are not preprinted with your school address, remember to write your school name and address on the blank lines provided on the labels.

  If you find that you need additional return labels, please call the MCAP Government and LS MISA Help Desk at 1-866-207-8804.

Returning Test Materials

- All materials will be picked up by UPS and returned to Cognia. Please refer to Appendix B for detailed instructions.

- Since UPS will be at your office between 8 a.m. and 3:30 p.m., materials must be ready for pickup at 8 a.m. to ensure timely delivery of materials to Cognia.

- Alert other appropriate staff about the scheduled pickup and the pickup procedures so that if you are unavailable at the time the UPS driver arrives, that staff can facilitate the pickup for you.

- If your materials have not been picked up by 3:30 p.m. on the scheduled pick-up day, call the MCAP Government and LS MISA Help Desk at 1-866-207-8804 and then secure the shipment for the next day's pickup.

Section 3

Instructions for Local Accountability Coordinators

Section 4   Instructions for School Test Coordinators

STEP ONE: PRIOR TO TEST ADMINISTRATION

Prepare the Testing Locations

Provide testing locations that have sufficient workspace and good lighting. Make sure there is sufficient room for the Test Administrator and proctors to walk around desks or computers while observing students. The testing environment must be designed to minimize the potential for cheating. For example, Test Administrators must make reasonable efforts to minimize the extent to which students can see each other's computer screens or answer sheets. For online testing, it may be helpful to place blinders (using materials such as file folders or tri-fold project display boards) between each computer monitor.

Due to the differences in scripted Test Administrator directions, the administration of online and paper testing cannot occur concurrently in the same test location.

Conduct Training Sessions

Prior to the start of testing, STCs are responsible for training Test Administrators, accommodators, proctors, and other critical staff about their roles during the test administration. At the conclusion of training, have all staff review and sign a *Test Administration and Certification of Training Form and Non-Disclosure Agreement*. These signed forms must be collected and retained for six years as directed by the LAC.

Training Test Administrators and Accommodators

- Conduct training sessions for Test Administrators who will administer the MCAP assessments. Refer to Section 2 of this manual for additional information and instructions for online testing.

- Inform Test Administrators of the three sections of the *Test Administrator Manual* that contain separate test directions for the different types of test administrations—paper (includes standard-size and Large Print), braille, and online (students utilizing the TTS accessibility feature will receive the same directions as the online test).

- Work with the appropriate school personnel to verify and arrange test accommodations or accessibility features. Test Administrators must know which accommodations or accessibility features each student in their test group will be using and how to administer them properly. All instructional assistants and other personnel who will provide accommodations or accessibility features during testing must be trained on how to administer specific accommodations or accessibility features. Failure to adhere to state policies and procedures may constitute a testing irregularity or a breach of test security and must be reported and investigated according to state and local testing policies.

- Conduct training sessions for each testing administration for anyone who will handle test materials. *Test Administrator Manuals* are online at maryland.onlinehelp.cognia.org/msde-manuals. Test Administrators should not rely on the online version of the manual during live testing.

- Make sure that when making class sets of test books and answer sheets for each Test Administrator, the opened shrink-wrapped package is completely used before opening another package.

- See *Appendix K: MCAP Testing Reminders* for a one-page testing reminders sheet that may be used in training. However, Appendix K is not intended to replace the use of the *Test Administrator Manual* during training or during the administration of the test. The option of whether or not to use this

one-page chart in the training of Test Administrators is a decision to be made by LACs and STCs.

▪ Inform Test Administrators and proctors of the Code of Ethics and State Board Security Regulations.

▪ Non-test-related personal belongings are prohibited in the test area including but not limited to:

 1) personal reading materials;

 2) all electronic devices—tablets, the Apple Watch™ and other emerging technologies;

 3) silenced smartphones;

 4) digital electronic players and recorders;

 5) Wireless Bluetooth-enabled headphones

 6) any other non-test-related personal electronic equipment.

These materials and any related items must not be in the possession of students, Test Administrators, proctors, or any other authorized persons in the test area, including in their desks. These items pose a test security risk and/or a distraction within an appropriate testing environment.

Exception:

1. The Test Administrator may keep a silenced cell phone in their desk or some other secure location. This phone should only be used for issues related to the immediate test administration. The LAC may set additional restrictions on allowable devices as needed.

2. A diabetic student requiring a cell phone to monitor blood sugar levels may have this phone silenced, but set to vibrate to alert the student.

3. A student with a documented hearing loss may have a Bluetooth hearing aid paired to the testing device.

▪ Remind Test Administrators that students need to sign their names in the signature box on their answer sheets, and they must sign either the student roster provided by the STC or the Student Tracking Form before leaving the testing area, unless the Test Administrator is using the test status export function in the MCAP Government and LS MISA Portal. Also, for paper test-takers, each student's 10-digit answer sheet lithocode number must be recorded on the Student Tracking Form. The lithocode number is located in the bottom-right corner of the answer sheet cover. As well, the Test Administrator must sign and date this document. The LAC and STCs must decide prior to testing whether the student roster or *Appendix I: Test Archive: Student Tracking Form* will be used by Test Administrators to record student signatures. The Sheet used must be retained for six years per COMAR 13A.03.04 as a test archive indicating those students who have taken the MCAP assessments.

Note: Recording each student's 10-digit test book security barcode number is optional. However, it is strongly recommended that, for tracking purposes, this information also be retained either on the Student Tracking Form or on some other archive documentation.

▪ Consider discussing how possible absenteeism among the Test Administrators on testing day will be handled. STCs are permitted to make copies of pages from this TCM or from the Maryland Help and Support Site (maryland.onlinehelp.cognia.org) for the purpose of training.

Training Proctors

STCs are responsible for informing proctors of their duties prior to testing week.

Before testing, proctors may assist by:

▪ affixing preprinted student ID labels to the front covers of answer sheets or writing and bubbling the student's biographical information on the front of the answer sheet for each student who does

Instructions for School Test Coordinators	Section 4

not have a preprinted student ID label

- removing or covering prohibited instructional aids from the testing area

- gathering and preparing additional materials that students will need during testing (Refer to pages 18–19 for an overview of test materials.)

- checking answer sheets to ensure that preprinted student ID labels are affixed correctly, or that all gridded information is completed correctly

During testing, the proctor may assist by:

- distributing and collecting test materials

- checking to be sure that gridded information is completed on the answer sheet covers for students who do not have a preprinted student ID label

- supplying additional sharpened pencils when needed during the test

- checking that students are working on the appropriate session in the test book and the corresponding answer sheet

- monitoring use of Allowable Materials

- circulating through the room to observe testing behaviors of students

- reminding students who finish early to check their work in that session

- ensuring that students who finish early are not reading other material (unless approved by the District as an option for students after their test book or Student Testing Ticket has been submitted) or disturbing students who are still working

Receipt of Test Materials

- Confirm the receipt of all boxes by UPS by verifying the number of boxes listed is what you've received. On the side of the box, it will read Box __ of __. If you are missing any boxes take note of that. You can check the status of the boxes on the MCAP Government and LS MISA Portal or reach out to the MCAP Government and LS MISA Help Desk at 1-866-207-8804.

- If you find another school's box(es), please call the MCAP Government and LS MISA Help Desk at 1-866-207-8804 to report this. DO NOT ACCEPT/SIGN FOR BOXES BELONGING TO ANOTHER SCHOOL OR SCHOOL SYSTEM.

- If a designee will be signing for the shipment, inform them of the delivery time frame and procedures.

Inventory Test Materials

- Your initial shipments of test materials will have Administrative Materials contained within the box(es).

- The boxes will contain a materials summary summarizing what is contained in all boxes included in that content area's total shipment. Check the materials received against the materials specified on the materials summary.

- A security barcode has been printed on the front cover of each standard-size test book for both content areas. Large Print and Braille test books and Braille Tactile Graphics within the shrink-wrapped kits have a security barcode affixed to them via a label. The 10-digit security barcode appears on the cover/label as a series of parallel lines with a number beside it.

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The packages of standard-size test books are barcoded sequentially. Compare the barcode numbers of the test books to verify that each package contains the correct number of sequential books. All test books and answer sheets will be packaged either individually or in sets of ten (10). If the package contains a different quantity, you must record the wrong barcode number(s). If you receive a broken package of test books, verify that all books for that package are included by checking the number sequence and/or the quantity.

▪ Make note of any discrepancies directly on the materials summary, initial, complete *Appendix C: Discrepancies Log for MCAP Materials*, and notify the LAC immediately. Retain a copy of the original materials summary. The list may be requested if there is a problem while conducting the inventory of materials returned to the scoring contractor.

> Email notification: *Appendix C: Discrepancies Log for MCAP Materials*, is also posted at docushare.msde.maryland.gov and may be completed electronically and emailed to your LAC.

> Hard-copy notification: If completing the form as hard copy, fax or send a copy of the completed log and a copy of the page from the materials summary on which the discrepancy occurs to your LAC.

▪ Promptly check that the quantities of materials you have received will meet your current enrollment needs. If you do not have sufficient test materials to meet your current enrollment, immediately notify your LAC, who will provide guidance as to the next steps.

If your LAC is unable to provide the additional materials needed, place an additional materials order for test materials via the MCAP Government and LS MISA Portal website or the MCAP Government and LS MISA Help Desk.

Note: All additional materials orders must be placed by noon on the last day of the order window. Refer to Section 3, Step 1, for more information about additional materials order shipments.

▪ Maintain test security procedures. Report violations to the principal and to the LAC.

▪ When preparing and sorting the test books and answer sheets for the Test Administrators, it is important to finish using all the materials in an opened shrink-wrapped package before opening another package.

Note: You will frequently need to split a package between classes during the distribution stage. When you do this, make sure you distribute answer sheets and test books with matching colors and form designations.

Applying Student Labels

The initial shipment will include the materials summary for that shipment, a student roster, and two preprinted student ID labels for each student based on enrollment files submitted by the LAC.

Labels are to be attached to the answer sheets before testing. Directions to the STC for applying the labels follow on the next page. If the STC has delegated this task to the Test Administrators, they must be given a set of these directions.

Instruct the Test Administrators to confirm, as materials are received from the students at the conclusion of a testing session, that each used answer sheet has a student ID label affixed to it.

Preprinted Student ID Labels

The preprinted student ID labels will be printed on 8.5" x 11" sheets with labels for six students per sheet, one student in each row. You will see three columns of labels. Information about the student

will be printed in the first column. Your school should retain these labels in the first column for record-keeping purposes. <u>Do not affix the labels in the first column to answer sheets.</u>

The preprinted student ID label, found in the second column of labels, should be attached to the answer sheet. The label in the third column is extra to use on an as-needed basis. There are two purposes for using the extra preprinted student ID label:

1) The other preprinted student ID label has been damaged.

2) The other preprinted student ID label has been attached to an invalidated answer sheet and the student will be using another answer sheet during make-up testing.

Be very careful not to accidentally apply a student's extra label onto another student's answer sheet.

Sample Preprinted Label Sheet

Retain label in the first column at your school.

Attach label from the second column to the front of the Answer Sheet.

Extra label in third column to use on as-needed basis.

Student ID labels must be placed in the correct area on the answer sheet. Notice that the answer sheet cover has a vertically boxed area that states "Place Student ID Label Here." Place the label over the words "Place Student ID Label Here." The label must be applied vertically in this area only.

✧ **NEVER PLACE ONE LABEL OVER ANOTHER!**

STEP TWO: DURING TEST ADMINISTRATION

Distribute Test Materials

▪ Check out materials to Test Administrators on test day. Record distribution of test books and answer sheets or Student Testing Tickets on the appropriate *Appendix D*: *Tracking Record of MCAP Test Materials*.

▪ See pages 17–19 for an overview of test materials.

Follow Procedures During Test Administration

▪ Be available to answer questions that may arise.

▪ Monitor the test administration. Make sure that materials for each test are available and all administration procedures are being followed.

▪ Make sure that unspecified manipulatives are not being used. Ensure that all school personnel adhere to the security guidelines.

- Make sure that Test Administrators have used the paper test-taker roster provided to them, *Appendix I: Test Archive: Student Tracking Form*, or some other locally created Student Tracking Form to record the answer sheet lithocode number and signature of each student who took the test, unless they are using the test status export function in the MCAP Government and LS MISA Portal.

   Note: Recording each student's 10-digit test book security barcode number is optional. However, it is strongly recommended that, for tracking purposes, this information also be retained either on the Student Tracking Form or on some other archive documentation.

STEP THREE: AFTER TEST ADMINISTRATION

Verify Answer Sheet Cover Information

All used answer sheets should have a preprinted student ID label affixed to the front cover. (See "Applying Student Labels" in Section 4, Step 1.)

Verify that all <u>used</u> answer sheets have the preprinted student ID label affixed. **The information grids on the front cover of each used answer sheet without a preprinted label MUST be completed.** Be sure to handwrite and bubble in the Student's Name, Date of Birth, Student ID Number, Statewide ID Number, LEA, School Number, Race/Ethnicity, Gender, and Grade Level.

The Home LEA grid is for use by LEA 24 schools only and should be completed and bubbled in for all LEA 24 students regardless of whether they have preprinted student ID labels affixed to their answer sheets.

Verify Proper Use of Response Accommodation Label

For a student who receives a response accommodation that allows them to mark answers in the test book and then have the Test Administrator transfer the responses to an answer sheet, a Response Accommodation Label **MUST** be applied to the **top of the front cover of the student's test book**. The responses from this book must be transcribed into the online Kiosk and a TRANSCRIBED sticker placed on the test book. Be sure the student's name is written on the Response Accommodation Label. Response Accommodation Labels were included in your school's shipment. <u>The labeled test book must be returned in the Special Handling Envelope.</u>

Verify Proper Use of Special Handling Envelopes

The following types of response accommodation materials **MUST** be packaged in a Special Handling Envelope for paper testing and returned to Cognia with the other test materials:

- Standard-size or Large Print test book with Response Accommodation Label affixed to it (Large Print test book folded in half to fit in envelope)
- Audiotape/CD/Disk of original student responses
- Braille pages of original student responses
- Word-processed pages of original student responses
- Used Large Print answer sheet (folded in half to fit in envelope)
- Used standard-size answer sheet that has been transcribed online in the MCAP Government and LS MISA Kiosk
- Place each student's response accommodation materials into the Special Handling envelope. When packing materials for return shipment, include Special Handling envelopes in the top of Box 1.

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Invalidation of Answer Sheets

If a preprinted student ID label has been affixed to a student's answer sheet, and the student ends up not taking the test, that answer sheet should be invalidated. Also, the Test Administrator must bring to the attention of the STC situations or conduct during testing that may have caused an invalid administration for a student or group. The STC and the Test Administrator must then together determine whether a student's answer sheet should be invalidated. If it is decided that the situation or student's conduct was such as to invalidate the student's answers, blacken in the letters A, B, and C in column "M" located on the right side of the answer sheet cover. (See Appendix G for an illustration of the answer sheet cover.)

DO NOT SEND INVALIDATED ANSWER SHEETS BACK WITH THE SCORABLE ANSWER SHEETS. Instead, place the invalidated answer sheets in the Special Handling envelope.

Note: Refer to Section 2 for information about invalidating online tests.

Receive Materials from Test Administrators

During the test administration, STCs must document on the bottom half of *Appendix D: Tracking Record of MCAP Test Materials* the receipt of test materials as they are returned by each Test Administrator. Document and resolve any discrepancies.

Retain any unused administrative materials, such as the *Test Administrator Manual*, return-shipping labels, preprinted student ID labels, and Government Constructed Response Rubric Sheets or Periodic Tables that may be needed during make-up testing. Contact your LAC if there is a shortage of materials for make-up testing.

It is a requirement for Test Administrators to account for all distributed secure materials. The Test Administrator must verify that all students have signed either the student roster that came with the shipment of materials provided by the STC or a Student Tracking Form indicating return of all test materials, unless using the test status export function in the MCAP Government and LS MISA Portal. **Along with signatures, each student's 10-digit answer sheet lithocode number must be recorded and retained at the school for six years as per COMAR 13A.03.04.** (See *Appendix I: Test Archive: Student Tracking Form*.)

Materials received back from Test Administrators after each testing session are:

- Test books (standard-size, Large Print, and Braille)
- braille Tactile Graphics
- Used and unused answer sheets (standard-size and Large Print)
- Special Handling Envelope (original student responses recorded on audiotape or other electronic device, braille response pages, word-processed pages, Large Print answer sheets, standard-size answer sheets that were transcribed into the MCAP Government and LS MISA Kiosk)
- Unused preprinted student ID labels
- Used scratch paper
- Used and unused Periodic Tables
- Used and unused Government Constructed Response Rubric Sheets
- Student Tracking Form or student roster with signatures and answer sheet lithocode numbers recorded (if applicable)
- List of absentee students

Alert the LAC immediately if any materials are missing. Make a thorough attempt to locate the materials. All secure materials must be returned.

Refer to *Appendix B: Returning Test Materials* for day and time to have materials ready for pickup by UPS.

Procedures for Processing Home-Schooled Student Answer Sheets

Students who are home-schooled are entitled to participate in the MCAP assessments. These students should be registered with the Home-Schooled office in your LEA. Private school students are not eligible to take state assessments. However, the materials for these students will be processed separately from test materials for all other students. STCs will submit all home-schooled student answer sheets and their accompanying *Appendix J: Home-Schooled Student Information Sheet*(s) to the LAC for processing.

Please follow the steps below when processing and sending these materials to the scoring vendor.

1) At the conclusion of testing, the LAC should make certain that all STCs have sent to you via secure mail (a) any completed *Home-Schooled Student Information Sheet* with no attachment for each home-schooled student who tested online, and (b) any home-schooled student answer sheet along with the completed *Home-Schooled Information Sheet* for each home-schooled student who tested on paper.

2) For each home-schooled student answer sheet submitted, check to be sure that:

   a. all required sections of the answer sheet cover are completed. On the front of the answer sheet, make sure to handwrite and bubble in the number "55" into the LEA Number box located in the top right corner. This is the code used to identify home-schooled students' answer sheets. In the section labeled "School Number," handwrite and bubble in your LEA number preceded by zeros. For example, if your LEA Number is "30," the school number you would bubble in on the Header Sheet would be "0030."

   b. no preprinted student ID label has been applied to the answer sheet. If a label has been affixed to the answer sheet, use a permanent marker and draw a line through the barcode.

   c. all required information on *Appendix J: Home-Schooled Student Information Sheet* that accompanies the answer sheet has been provided (for online and paper test-takers).

3) Separate and retain all *Appendix J: Home-Schooled Student Information Sheet*(s), as these indicate the correct address to which you will later send home-schooled students' Home Reports and score labels. Note that all Home Reports and score labels for home-schooled students will be returned to the LAC office for processing and distribution to the students' home addresses.

4) Separate the answer sheets by content. For more detailed instructions on returning test materials, please refer to Appendix B.

5) Return the answer sheets in the Special Handling envelope.

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Packaging Materials

▪ All materials will be picked up from each school site by UPS. See *Appendix B: Returning Test Materials*. If after the first pickup the subsequent pickups are not required, notify the MCAP Government and LS MISA Help Desk at 1-866-207-8804 or LSMISA.GovHelpDesk@cognia.org.

▪ Administrators must return materials to you sorted by type and by content area (e.g., used Government answer sheets together, invalidated Government answer sheets together, unused Government answer sheets together, all Government test books together, etc.). *Appendix M: Secure Material Inventory* is provided as an optional form that you can use to inventory the quantities of materials shipped back after testing.

▪ White Tyvek® envelopes are provided in the original shipment for the return of scorable used answer sheets. There will be a separate Tyvek® envelope labeled "For Return of Used Answer Documents" for each content.

▪ Special Handling envelopes are provided in the original shipment for the return of invalidated answer sheets, LEA 55 answer sheets, and accommodated response materials.

▪ Loose unused answer sheets left over from opened shrink-wrapped packages that never had student ID labels affixed to them should be returned in the same box with the used test books.

▪ If you are shipping any audiotaped, Brailled, or word-processed original student responses, used Large Print answer sheets, and/or test books with Response Accommodation Labels affixed to them, remember to package them in Special Handling envelopes before placing them in a box of test books/Other Test Materials. For more detailed instructions, refer to Section 4, Step 3.

▪ Torn invalidated answer sheets should be returned in the Special Handling Envelope. Torn test books should be returned in your second box.

Packing Directions for Materials Being Returned to Cognia

Materials must be separated into two groups: scorable and nonscorable.

Scorable Test Materials:

▪ Scorable Used answer sheets

▪ Special Handling Envelope (which includes):

– Used Accommodated test materials, such as Large Print and Braille test books

– Invalidated answer sheets

– LEA 55 answer sheets

Nonscorable Materials:

▪ Unused answer sheets

▪ Used and Unused test books

▪ Other test materials, such as unused student labels, etc.

All procedures must be followed when packing materials for the return shipment to Cognia. You may choose to complete an *Appendix E: Box Content Checklist* for each box you pack and keep them for your records.

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Note: All student responses recorded on Large Print answer sheets or circled in test books, as well as Braille responses, must be transcribed verbatim online in the MCAP Government and LS MISA Kiosk before materials are returned. If necessary, answer sheets with transcribed student responses may be returned in the final return shipment in order for school personnel to have sufficient time to complete the transcription work. Be sure either a preprinted student ID label is affixed to the answer sheet on which the student's answers are transcribed or the student information is written and bubbled in on the front cover, and that the student's name is written on the front of the Large Print answer sheet and/or that a Response Accommodation Label is affixed to the test book cover. Transcribed Large Print answer sheets, test books, and Braille responses must be returned in the Special Handling envelope. The standard-size answer sheet on which the responses are transcribed must be returned in a Used answer sheets materials box.

Additional boxes that are not from the original shipment that you received may be used after all of the original boxes have been filled.

Used scratch paper is considered secure materials and must be securely destroyed according to a plan established by the LAC. This manual and the *Test Administrator Manual* are non-secure materials and can be destroyed locally.

Returning Test Materials

All materials will be picked up by UPS and returned to Cognia. Please see the test return schedule on the inside front cover.

- Schools and LACs will need to schedule their UPS pickup through the MCAP Government and LS MISA Portal. After all shipments are packed and ready to ship, you can schedule your UPS pickup from the Shipment History page:

  1. If a test is not selected, filter the **Orders** table by selecting an organization from the organization menu, and then select a test from the **Administration** menu.

  2. To schedule a UPS pickup for your shipment, click **UPS Pick Up Request**.

- Pickup of test materials will occur between 8 a.m. and 3:30 p.m. An a.m. or p.m. pickup timeframe will not be designated. Pickups will need to be placed before 12:30 p.m. to ensure next day pickup. See the inside front cover for important pickup dates. Questions regarding pickup should be directed to the Cognia MCAP Government and LS MISA Help Desk by phone via the customer service number, 1-866-207-8804, or in an email request via LSMISA.GovHelpDesk@cognia.org. Refer to Appendix B for detailed instructions about returning test materials.

- Because UPS will be at your office between 8 a.m. and 3:30 p.m., materials should be ready for pickup at 8 a.m. to ensure timely delivery of materials to Cognia.

- Alert other appropriate staff about the scheduled pickup and the pickup procedures so that if you are unavailable at the time the courier arrives, that staff can facilitate the pickup for you.

- **If you locate materials in your building that were not returned to Cognia in one of the scheduled pickups, contact your LAC immediately.**

Appendix **A**

REDISTRIBUTION OF MCAP MATERIALS RECORD

If not using an electronic scanning system, the Local Accountability Coordinator and the School Test Coordinator use this form to record the following:

1. (LAC use) The distribution of additional test books and additional answer sheets from the LAC to the STC.
2. (STC use) The receipt of additional test books and additional answer sheets by the STC from the LAC.
3. The authorized transfer of additional test books and/or answer sheets from one school to another. This is to occur only if the LAC has exhausted the additional material received in the initial shipment and there is insufficient time for delivery from the vendor. This transfer is completed by the LAC and must be recorded by all parties.

MOVING MATERIALS BETWEEN SCHOOLS MUST NOT OCCUR WITHOUT LAC AUTHORIZATION.

Sending person _____   Receiving person _____

Title _____   Title _____

LEA Number _____ School Number _____   LEA Number _____ School Number _____

The person completing this form is the (check one)   Sender _____ Receiver _____   Date _____

Answer Sheet(s) For Answer Sheets, record the ten-digit lithocode number found on the bottom-right side of the front cover. Please note if material is Large Print.	Test Book(s) For Test Books, record the ten-digit security barcode number found on the bottom-right side of the front cover. (Numbers can be recorded as a range.) Please note if material is Large Print, Braille, or Braille Picture Description.	Content Area: LS MISA or Government

If a Braille Tactile Graphic was transferred, please include the information on this form. Retain a copy of this form and the copy of the shipping notice in your files for reference.

Sheet _____ of _____

Appendix	B

Returning Test Materials

▪ Use your original shipping boxes for the return shipment of materials. Your set of test materials will include UPS return service (RS) labels for shipping the boxes back to Cognia. You will receive the same number of RS labels as the number of boxes shipped to your school. If you use fewer boxes to return materials, please include any unused RS labels in one of the return boxes. The bar code label on the box must be intact and unobscured. If the bar code is missing, or if you need to use other boxes, write your school's name and return address on the box. Remove, cross out, or tape over any old address labels.

▪ The test materials should be packed in the boxes in the following order from top to bottom.

Top of Box
Special Handling envelope (if applicable)
For Return of Used Answer Documents envelopes– *All used answer sheets not placed in the envelope above must be in these envelopes.*
Used test books
Any unused student test materials *(i.e. Unused test books, Unused answer sheets)*
Other Test Materials
Unused UPS Return Service labels
Bottom of Box

▪ Reseal the boxes with heavy-duty packing tape. Remove all labels on the boxes except the Cognia bar code label, and affix one UPS RS label to each box. Mark each box "1 of 1" or "1 of 2," "2 of 2," etc.

▪ On the Shipment History page in the MCAP Government and LS MISA Portal, choose the UPS Pick Up Request link to schedule your pickup date. Select from the dates shown on the inside front cover.

▪ **UPS will arrive at your school on the scheduled pickup date to pick up your boxes. All materials must be packed by 8:00 a.m. that day.** UPS may come anytime that day and will not wait for you to complete packing the materials. Materials must remain secure until they are picked up by UPS. Do not contact UPS directly.

Note: This manual and all *Test Administrator Manuals* should **not** be returned to Cognia.

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Instructions for Requesting UPS Pick Up of Test Materials

Once testing is complete, all secure paper test materials must be returned to Cognia. The materials management page has a tool where schools can request to have a UPS driver come and pick up their packed boxes.

1. On the Materials Management tab, click on the button "UPS Pick Up Request."

2. The Administration will already be pre-populated. Next type in the tracking number from one of the Return Service (RS) labels that was included in your shipment.

Appendix **B**

The tracking number can be found in the middle of the RS label. You should have received one RS label for each test materials box that was shipped to your school. If you did not receive or misplaced the RS label from Cognia, you can order one from the additional materials ordering screens or contact the MCAP Government and LS MISA Help Desk at 1-866-207-8804 and a representative will place an order for you.

```
PRINCIPAL                        25 LBS            1 OF 1
(301) 123-4567
ANY SCHOOL
123 SCHOOL STREET                    RS
ANYTOWN  MD 01001

SHIP TO:
    LOGIN MANAGER
    (603) 737-5103
    COGNIA
    22 MARIN WAY
    STRATHAM NH 03885


             NH 038 0-02


UPS GROUND
TRACKING #: 1Z 0W8 76A 90 6608 1695


             SAMPLE


BILLING: P/P
DESC:
RETURN SERVICE

REF 1:1608.261.00.41

                    WS 16.8.31         63.0A 11/2017
```

Appendix B

3. The name and address of your school will automatically populate. Now fill in the appropriate boxes with your name, phone number, the requested pick up date (must be at least the next business day), the hours that someone will be available at your school, the total number of boxes being returned, and any special instructions for the UPS driver (for example; "second floor," "go to the loading dock," etc.) Use the middle section if the location for pick up has a different address than the pre-populated school address.

Note: *Any corrections to the shipping address will be verified by Cognia and MSDE.*

Pickup Request By :
Name: Any School
Street Address: 123 School Street
City: Anytown
State: MD
Zip Code: 21001
Contact Name: [ ]
Phone Number: [ ]
Pickup Date:(mm/dd/yyyy) [ ]
Business Hours: 8:30 AM [...] To 4:30 PM [...]

Pickup Name/Address (If different from Name/Address listed above) :
Name: [ ]
Street Address: [ ]
City: [ ]
State: --Select-- ▾
Zip Code: [ ]

Package Information :
RS Tracking #: 1Z0W876A8700545680
Total # of Boxes: [ ]
Special Instructions: [ ]

[Back] [Place Pickup Request]

Instructions
1. Enter Contact Name and Phone Number.
2. Enter the Date of Pickup.
3. Enter Business Hours (time frame for which your business is open).
4. Enter Pickup Address information ONLY if different from the Pickup Name/Address listed above. Please note that PO boxes are not allowed.
5. Enter the total number of boxes you are returning.
6. Please indicate in Special Instructions where in the building the packages will be located (i.e. Main Office, Guidance Office, etc.).
7. Click the "Place Pickup Request" button.

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Appendix B

4. Place the pickup request by clicking the button at the bottom of the page. Review your information on the next page, then click the [Confirm Pickup Request] button at the bottom of the page to confirm your request.

Your pickup request is not yet complete.
Please review your request then click the "Confirm Pickup Request" button below to confirm, or click the "Back" button below to go back and edit your request.

Pickup Request By :

Name:	Any School
Street Address:	123 School Street
City:	Anytown
State:	MD
Zip Code:	21001
Contact Name:	Jane Smith
Phone Number:	123-533-6242
Pickup Date:	02/09/2016
Business Hours:	08:30 AM - 04:30 PM

Pickup Name/Address (Changed from the above) :

Name:	
Street Address:	
City:	
State:	
Zip Code:	

Package Information :

RS Tracking #:	1Z0W876A8700545680
Total # of Boxes:	15
Special Instructions:	Boxes located in Guidance office.

[Back] ([Confirm Pickup Request])

5. Once you confirm the request, UPS will be scheduled to come to your location.

Appendix C

DISCREPANCIES LOG FOR MCAP MATERIALS

Date _____

STC _____

LEA _____

School _____

LAC _____

This form is to be used by the STC to report discrepancies in the receipt of Government or LS MISA materials. Check the materials against the material summary found in Box 1 of each content area. If the number received differs from the material summary, note on the material summary the number actually received, and initial. Photocopy the material summary page(s) showing the discrepancy. Report the discrepancy to your LAC. The LAC will call Cognia Customer Service with the information. A copy of the material summary may be requested. This form must be completed in a timely manner to allow for reconciliation prior to the testing date.

Government or LS MISA Item	Number Expected (on material summary)	Number Received	Comment
Test Book:			The material summary has the barcode/serial number ranges of the books in your delivery. If Test Books are missing from your shipment, record the barcode numbers of those missing books. Please note if material is Large Print and/or Braille.
LS MISA			
Government			
LS MISA Braille Tactile Graphic Description			
Government Braille Tactile Graphic Description			
Answer Sheet:			
LS MISA			
Government			
Test Administrator Manual:			
LS MISA			
Government			
Student Roster			
RS Label			
Special Handling Envelopes			

Retain a copy of this form and the copy of the material summary in your files for reference.

Appendix **D**

TRACKING RECORD OF MCAP TEST MATERIALS

The School Test Coordinator uses this sheet to record distribution and receipt of test books and answer sheets to and from the Test Administrators. Use a separate sheet(s) for each content area. Please note if materials are Large Print or Braille*. Retain a copy for your files.

STC _____ School _____

Content Area _____ Date _____

Distribution from STC to Test Administrator:

Test Administrator	Test Books (Security Barcode Numbers**)	Answer Sheets***

Receipt from Test Administrator:

Test Administrator	Test Books (Security Barcode Numbers**)	Answer Sheets***	Missing	Found (✓)

*When distributing Braille Test Books, also record the barcode number of the accompanying Braille Tactile Graphics, if applicable.

**The ten-digit security barcode number is printed on the right side of the Test Book cover along with the scannable bars. When splitting a package between classes, be sure to record the correct barcode numbers for the Test Administrator receiving books from the split package.

***For answer sheets, record the quantity distributed.

Sheet ____ **of** ____

Appendix ⬛E

Box Content Checklist

Box # _____

Date: _____

From: LEA _____   School _____

Circle Content Area(s):   LS MISA   Government

This box contains [indicate **quantity** in appropriate row(s)]:

Quantity	
	Used Answer Sheets—Regular
	Invalidated Answer Sheets—Regular*
	Invalidated Answer Sheets—Large Print*
	Unused Answer Sheets—Regular
	Unused Answer Sheets—Large Print*
	Test Books—Regular
	Test Books—Large Print*
	Test Books—Braille*
	Special Handling Envelopes containing original student responses
	Braille Tactile Graphics

*Marked products should be returned in the Special Handling envelope

This box contains: [place **check mark** on appropriate row(s)]

	Transcribed Answer Sheet(s)
	Unused Special Handling Envelopes
	Unused Preprinted Student ID Labels

School Test Coordinators—Retain a copy for your records.

Appendix F

Frequently Used Contacts

CONTACT	REASON TO CONTACT	CONTACT INFORMATION
Cognia Customer Service: **Cognia** **Alpharetta, GA**	For general assistance, supplemental orders, assistance tracking materials, or online testing questions	Online ordering system at MCAP Government and LS MISA Help Desk LSMISA.GovHelpDesk@cognia.org 1-866-207-8804 (STCs must obtain login information from their LAC before accessing this online system.)
Courier for Return Shipments: **UPS**	To cancel a pickup *OR* Questions regarding pickup of test materials	1. Request pickup cancellations either via email, LSMISA.GovHelpDesk@cognia.org or by calling UPS at 1-800-PICK-UPS® (1-800-742-5877). 2. For time-sensitive or urgent questions, call 1-866-207-8804
MSDE—DocuShare® Site	To access online appendices, *Test Administrator Manuals*, (TAM) and the *Test Coordinator Manual* (TCM)	docushare.msde.maryland.gov Usually accessed by LAC. All appendices, the TCM and TAMs are found on the Help and Support Site
MSDE—Assessment Branch in the Division of Assessment, Accountability, and Performance Reporting	To communicate any testing irregularities, security, or test item concerns	1. Test item concerns: 1-410-767-0073 2. Testing irregularities or security concerns: tamara.lewis@maryland.gov

Appendix **G**

MCAP
Maryland Comprehensive Assessment Program

FORM X

Government Answer Sheet

Use leading 0s.
For instance, LEA 2 or Home LEA 2 becomes 02, and school number 17 becomes 0017.

All sections must be checked for completeness.

Code
Bubble A, B, and C to invalidate this book.

Place Student ID Label Here

N L P

Student ID Label
Each school receives Student ID labels. This is where this barcoded Student ID label is to be placed on the used answer sheets.

Align the label carefully within the box.

Do not affix a Student ID label on unused answer sheets.

Date of Birth

MONTH	DAY	YEAR
Jan		
Feb		19
Mar		20
Apr		
May		
Jun		
Jul		
Aug		
Sep		
Oct		
Nov		
Dec		

Race / Ethnicity
Hispanic/Latino (Y) (N)
- American Indian/ Alaskan Native
- Asian
- Black or African American
- Native Hawaiian or other Pacific Islander
- White

Gender
- Female   - Male

Grade Level
- 4   - 7   - 10
- 5   - 8   - 11
- 6   - 9   - 12

Form
● X

Lithocode
Machine and eye readable numbers used on scannable answer sheets. Litho numbers link the data from all pages of the document together when processed.

1234567890

SUMMARY OF APPENDICES AVAILABLE ELECTRONICALLY

The following forms are available online at https://docushare.msde.maryland.gov and may be downloaded for completion electronically.

Appendix	Title	Indication	User	Recipient	Follow up
A	Redistribution of MCAP Government and LS MISA Materials Record	School enrollment has increased and more test books and/or answer sheets are needed or a discrepancy in the packing list resulted in a shortage. **Note:** If using an electronic scanning system redistribution form, this form is not needed.	STC LAC		1) The STC uses this form to record the receipt of additional test books and/or answer sheets from the LAC. 2) The LAC uses this form to record the distribution of additional test books and/or answer sheets to the STC. 3) On rare occasions this form may be used to record the transfer of test books and/or answer sheets from one school to another. 4) Also see the directions on the form. 5) Retain a copy for your files.
C	Discrepancies Log for MCAP Government and LS MISA Materials	An inventory of the materials reveals that materials on the packing list are missing or there are materials included that are not on the packing list.	STC → LAC →	LAC Cognia	1) The STC notifies the LAC of the shortage if the discrepancy results in insufficient materials based on present enrollment. 2) Retain a copy for your files. --- The LAC notifies Cognia customer service.
D	Tracking Record of MCAP Government and LS MISA Test Materials	STC distributes test materials to Test Administrators. STC receives test materials from Test Administrators.	STC		1) STC completes the upper portion when distributing test books and answer sheets to Test Administrators. Use a new form for each content area. 2) When testing is complete, STC records the receipt of test books and answer sheets on the bottom portion. Compare the distribution to the receipt to verify the return of all materials. Retain a copy for your files.
E	Box Content Checklist	STC uses this when returning materials. LAC uses this when packing remaining overage for return.	STC & LAC		1) After packing each box, complete this form. Enter the number of the box. Keep the form for your records. (The total number of boxes will be recorded on the outside shipping label and does not appear here. This will allow you to seal the box as soon as you are finished packing.)

Sheet 1 of 2

SUMMARY OF APPENDICES AVAILABLE ELECTRONICALLY

The following forms are available online at https://docushare.msde.maryland.gov and may be downloaded for completion electronically.

Appendix	Title	Indication	User	Recipient	Follow up
I	Test Archive: Student Tracking Form	Test Administrator can use this to record the 10-digit answer sheet lithocode number and signature of each student who takes the test, as well as to record their own signature.	Test Administrator	STC	1) Schools may use *Appendix I: Test Archive: Student Tracking Form*, the Student Roster, or a similar form created locally to record answer sheet lithocode numbers, student signatures, and Test Administrator signatures. 2) The form used must be retained for six years per COMAR 13A.03.04 as a test archive indicating those students who have taken the Government or LS MISA assessment. 3) A copy of the form can be sent to the LAC. **Note:** Recording each student's 10-digit Test Book security barcode number is optional. **However, it is strongly recommended that, for tracking purposes, this information also be retained either on the Student Tracking Form or on some other archive documentation.**
J	Home-Schooled Student Information Sheet	Used to record information for a home-schooled student.	STC	LAC	1) STC attaches this completed form to the student's answer sheet and sends it via secure mail to the LAC. 2) Retain a copy for your files.
			LAC	LAC	1) The LAC verifies the accuracy of the information on the covers of the submitted answer sheets and returns them to Cognia for scoring. 2) LAC retains these forms, and after scoring is completed forwards Home Reports/score labels to the addresses provided on the forms.
L	MCAP Materials Sent to Cognia	STCs use this form to record the authorized transfer of soiled test books and/or answer sheets from the school to Cognia.	STC	LAC	1) STC sends a copy of this completed form to LAC. 2) Retain a copy for your files. This form will be used to track materials in case any materials appear to be missing.
			LAC	MSDE	The LAC compiles an electronic list of all damaged test materials (as listed on the MCAP Materials Sent to Cognia forms sent by the STCs) in Excel software and forwards it to MSDE's State Test Security Officer within one week of the completion of testing.
M	Secure Material Inventory	STCs use this optional form to inventory quantities of secure materials received at the school and later shipped back after testing.	STC	LAC	1) A copy of the form can be sent to the LAC. 2) Retain a copy for your files.

Test Archive: Student Tracking Form

Administration: _____

Content Area: _____

School Number: _____   **LEA Name:** _____   **LEA Number:** _____

School: _____   **LEA Number:** _____

Student's Full Name	Signature	(Required—Paper Testing Only) 10-Digit Answer Sheet Lithocode Number	(Optional—Paper Testing Only) 10-Digit Test Book Security Barcode Number

Test Administrator: Please verify that all students have returned their materials.

Test Administrator Name: (Please Print) _____   **Date:** _____

Test Administrator Signature: _____

A test archive must be kept for six years per COMAR 13A.03.04.

Appendix **J**

**MARYLAND STATE DEPARTMENT OF
EDUCATION**
EQUITY AND EXCELLENCE

Home-Schooled Student Information Sheet
MCAP 2023-2024

This form must be completed at the Testing School then sent to the LAC who will retain in order to send scores to parents/guardians. The LAC will enroll the student and ask the STC to register the student into a Home Schooled Session at the school level.

Home-Schooled Student's Full Name		Parent/Guardian's Name	
Student's Grade		**Home Telephone**	
Student's Date of Birth	**Hispanic Ethnicity (YES/NO)**	**Race: Choose all that apply** ❏ American Indian/Alaskan Native ❏ Asian ❏ Black or African American ❏ White ❏ Native Hawaiian or other Pacific Islander	
Gender ❏ Male ❏ Female ❏ Non-Binary			
Test Information	SASID or temporary ID:_____ (See TCM for instructions on assigning a temporary SASID.)		
MISA	Paper Test Booklet Number _____ ❏ Tested Online		
Government	Paper Test Booklet Number _____ ❏ Tested Online		
Student's Home Address (where Individual Student Report will be sent)	↑ Number and Street ↑ Apartment Number, if any ↑ City State Zip Code		
"Tested School" Information –	↑ 2 digit LEA Number	↑ LEA Name (District)	
	↑ 4 digit School Number	↑ School Name	
Name of School Test Coordinator	↑ STC Name	↑ STC Phone Number including Area Code	

Appendix K

MCAP TESTING REMINDERS

BEFORE TESTING

- Make sure you have all the materials needed for testing.

- Review the scripted testing directions in your *Test Administrator Manual.*

- Prepare a testing location that has comfortable seating, sufficient workspace, and good lighting.

- Remove or cover up all prohibited materials from the testing location. For a list of prohibited materials, refer to the TCM or *Test Administrator Manual.*

- Make sure there is sufficient room for the Test Administrator and proctors to walk around desks while observing students.

- Ensure that the room is adequately ventilated and free from distracting noises.

- Post a "Testing: Do Not Disturb" sign on the door to prevent interruptions.

- **For more detailed information, refer to the *Test Administrator Manual* of the specific content-area test that you will be administering.**

DURING TESTING

- Have only required test materials on the students' desks. For a list of required materials, refer to "Test Materials" in Section 1 of your *Test Administrator Manual.*

- Read directions to students exactly as written, using a natural tone and manner. If you make a mistake in reading a direction, stop and say, "No, that is wrong. Listen again." Then read the direction again.

- Be sure students understand the directions and know how to mark answers. Assist them with test-taking mechanics, but be careful not to give hints or clues that may indicate an answer or that may help eliminate answer choices.

- Inform students that they may make notes, mark, underline, or highlight information in the test books or use the eTools provided in MCAP Government and LS MISA Kiosk to help them answer test items.

- Encourage students to attempt all items. Tell them to read each item carefully and make their best attempt at answering.

- Remind paper test-takers to record their answers with heavy, dark pencil marks, and to avoid making unnecessary marks in their answer sheets.

- Never fold, clip, or tear answer sheet pages.

- Allow students who finish early in a session to review their work in that session, but do not let them go on or back to another session. Encourage these students to complete any answers they have left blank.

- Students who finish early may not have any other materials on their desks, and they must not disturb those students still working. Students may not be dismissed early.

- Observe timing limits by recording the start time for a testing session on the chalkboard. As directed, at different intervals of time, record the remaining testing time, and again when there are 5 minutes remaining in the session.

- **For more detailed information, refer to the *Test Administrator Manual* of the specific content-area test that you will be administering.**

AFTER TESTING

- Have students sign a Student Tracking Form to indicate they have taken the test and returned all test materials, unless using the test status export function in the MCAP Government and LS MISA Portal.

- Record each student's answer sheet lithocode number on the Student Tracking Form (if applicable).

- Recount and verify that all test materials have been turned in before dismissing students.

- Before returning test materials to the School Testing Coordinator, check the answer sheets to verify that the preprinted student ID labels are correctly affixed. If an answer sheet does not have a preprinted student ID label, verify that the student's name and biographical information grid is filled in correctly.

- Return all test materials, including used scratch paper, to the School Test Coordinator.

- **For more detailed information, refer to the *Test Administrator Manual* of the specific content-area test that you will be administering.**

Appendix L

MCAP MATERIALS SENT TO COGNIA

The School Test Coordinator uses this form to record the authorized **transfer** of soiled MCAP test books and/or answer sheets from the school to Cognia.

MOVING MATERIALS BETWEEN A SCHOOL AND COGNIA MUST NOT OCCUR WITHOUT STC AUTHORIZATION.

Sending Person _____

Title _____

LEA Number _____ School Number _____ Date _____

Receiving: Cognia
Login Manager
22 Marin Way
Stratham, NH 03885

MCAP Government and LS MISA

Answer Sheet(s): Record the 10-digit lithocode number found on the bottom-right corner of the front cover.	Test Book(s): Record the ten-digit Security Barcode Number found on the bottom-right side of the test book cover.	Content Area/Form Letter Designation: Identify the content area and form letter.

Send a copy of this completed form to your LAC. Retain a copy for your files. This form will be used to track materials in case any materials appear to be missing.

Sheet _____ of _____

| **Appendix** | **M** |

Secure Material Inventory

If not using an electronic scanning system to inventory secure test materials, the School Test Coordinator uses this form to inventory quantities of secure materials received at the school and quantities of secure materials shipped back after testing. Retain a copy of this completed form for your files.

LEA No.: _____ **School No.:** _____ **School:** _____

Item	Quantity	
	Received	Returned
Test Book:		
LS MISA		
Government		
Large Print Kit:		
LS MISA		
Government		
Braille Kit:		
LS MISA		
Government		

Signature of STC: _____ **Date:** _____

Note: It is strongly recommended that you attach your materials summary, which identifies the specific security barcode numbers associated with your secure test materials, to this document in order to maintain a more complete inventory record.

Request to Invalidate an Online Test

MCAP
Maryland Comprehensive Assessment Program

LEA NAME: _____

SCHOOL NAME: _____

SCHOOL NUMBER: _____

Student Name	Student ID Numbers	Test Session Name	Reason for Invalidating Test
	Local ID:		
	Statewide ID:		
	Local ID:		
	Statewide ID:		

All Requests to Mark Student Online Tests Invalid must be finalized by LAC no later than 5 p.m. Eastern Time on the last day of the testing window for this administration.

Return this form to your LAC prior to the end of the testing window.

STC Phone (email): _____

STC Name: _____

STC Signature: _____

| Appendix | **O** |

Request for a Waiver to the Eligibility Requirements for School Test Coordinator

MSDE regulations require local school systems to appoint a School Test Coordinator (STC) for each school in the system (COMAR 13A.03.04).

Eligible STCs for any Maryland state test administration must be an employee of the local school system and possess a valid Maryland State Department of Education (MSDE) certificate for professional school staff. Eligible STCs include the following:

- ☐ State-certified academic classroom teachers

- ☐ Other state-certified teachers who teach in Special Education, Gifted and Talented, and ESOL programs

- ☐ State-certified teachers in physical education, health, dance, art, family and consumer sciences, industrial arts, and technology education

- ☐ State-certified guidance counselors, library media specialists, school psychologists, pupil personnel workers, and school administrators (**other than the principal**)

Notes: 1) Non-certified instructional assistants or aides who are regular employees of the school system for the purpose of providing instruction are NOT PERMITTED to serve as STCs. 2) In the unusual situation where no other school staff but the principal can serve as the STC, the school system should apply to the State Test Administration and Security Committee (STASC) for a waiver and submit a plan for appropriate system-level monitoring of the school during testing and packaging of test materials. (Non-public schools requiring a waiver must submit an application as well.)

This form must be completed by the Local Accountability Coordinator (LAC) and returned to the State Test Security Officer for review and approval by MSDE's State Test Administration and Security Committee. All waiver requests are due no later than September 10 of each school year. LACs will receive written documentation for approval of all waiver requests.

_____   _____
Local School System (Name & Number)   *Name of individual completing form (Please print)*

_____   _____
Date   *Signature*

Name of the School Making the Request: _____
Name & MSDE Number

Rationale for Request: (i.e., specific explanation of why the school cannot meet the STC Eligibility Requirement)

Page 1 of 2

Appendix	**O**

Proposed School Test Coordinator

Name: _____

Credentials: _____

Role/title in school: _____

Check one: ☐ **New request**   ☐ **Renewal request**

Details of the plan for appropriate system-level monitoring of the school during testing and packaging of test materials: (*In the space below, outline the plan that will be followed to thoroughly monitor the performance of this person as they execute the responsibilities of STC, with particular emphasis on ensuring that there are no conflicts of interest that could endanger the integrity of the students' results or the testing program. Provide details on how the school will ensure that the proposed STC will not have inappropriate opportunity or influence to deviate from test administration procedures.*)

Superintendent Signature: _____

Date: _____

Please return this completed form to the State Test Security Officer by email at tamara.lewis@maryland.gov, by fax at (410) 333-0052, or mail it to:

> Maryland State Department of Education
> Attn: Dr. Tamara L. Lewis
> Division of Assessment, Accountability, and Performance Reporting
> 200 West Baltimore Street
> Baltimore, Maryland 21201-2595

| **Appendix** | **P** |

MARYLAND STATE DEPARTMENT OF EDUCATION

EDUCATION

EQUITY AND EXCELLENCE

Test Administration and Certification of Training Form and Non-Disclosure Agreement

This form must be signed by all individuals having access to test materials, including online materials, during **any** Maryland State Department of Education (MSDE) sponsored testing. This includes:

- School Test Coordinators (STCs);
- Test Administrators/Examiners (TAs/TEs);
- Persons designated as Proctors;
- Instructional Assistants or other personnel who provide accommodations to students with disabilities and/or students who are English Learners (EL); and
- Teachers or others who support a test administration or who have access to test materials.

Only persons who are employees or agents of the school district and who have signed this form may supervise, administer, proctor, or assist with the administration of the test. The school system must retain completed forms on file as specified in Code of Maryland Regulations (COMAR) 13A.03.04.03.

This is to certify that:

- I understand that the MSDE assessment materials are confidential and I agree to abide by all of the regulations governing test administration and data reporting policies and procedures as specified in COMAR 13A.03.04.
- I have been trained for my role in the upcoming testing by a trainer authorized by my school district. I am familiar with COMAR and the district test administration regulations and have received a copy of the regulations.
- I understand that it is a breach of professional ethics to provide or alter answers, provide verbal or nonverbal clues, teach items on the test, share prompts, coach, hint, or in any way influence a student's performance during the testing. The only materials students may use are those authorized in the manuals related to the specific assessments.
- I understand that copies of test materials, including items and other documents that are identified as secure, are confidential and must be kept secure at all times. Unauthorized access, use, transportation, duplication, or reproduction of any portion of these assessment materials is prohibited.
- I understand that making notes about test items, making answer keys for, writing about, or discussing with persons not involved in the test administration, the content of the actual test or any part thereof, including reading passages, is prohibited. (For the KRA, making observational notes about student performance is acceptable.)
- I understand that I may not provide any part of the test materials for examination or other use by any other party.
- I understand that I may not disseminate any of the test materials to any other party.
- I understand that I may not discuss the topics and/or specific content of the test materials with any other party.
- I understand that accommodations for students with disabilities must be limited to those documented in the student's IEP or Section 504 Plan, and accommodations for English Learners (EL) must be limited to those documented in the EL Plan. Accommodations also must be those which are permitted as outlined in the current *Maryland Accommodations Manual*. (Note that this is not applicable for the KRA.)
- I understand that the test must be administered on the dates specified within the allowed testing window.
- I understand the test materials must be returned to the representative authorized by MSDE by the agreed-upon date.
- I understand that, unless part of the directions for administration, I may not read any material to a student unless part of an allowable accommodation (Note that this is not applicable for the KRA.). Students unsure of the question or an answer should be told only to reread the question and give their best response. Although I understand I can encourage students to respond to each question, I understand I cannot tell students to change their responses.
- I understand that students who finish a portion of the assessment early may review their work only as permitted in the respective administration manual. (Note that this is not applicable for the KRA.)
- If I am administering an alternate Maryland assessment, I understand that I may not inaccurately report a student's responses or "coach" a student to provide correct answers.
- **I have read the above and have been prepared for my role in the test administration.** I have received and reviewed the current administration's manual(s) and agree to abide by the policies and procedures as outlined therein. I understand that violations of test administration and security provisions may include invalidation of test results, cost assessed to my district, disciplinary actions against me by my district, and/or certificate suspensions or revocations by the MSDE as applicable.

_____
 Name (Please print)

_____
School Year

_____
Signature

_____
Title

_____
LEA #, School # & Name

_____
Date

Page 1 – Signature Page
Page 2 – COMAR Text

Revised July 2019

Title 13A - STATE BOARD OF EDUCATION
Subtitle 03 GENERAL INSTRUCTIONAL PROGRAMS
Chapter 04 Test Administration and Data-Reporting Policies and Procedures *Authority: Education Article, §2-205, Annotated Code of Maryland*

.01 Scope.
This chapter applies to:
A. Tests administered by or through the State Board of Education including but not limited to:
(1) The Maryland Comprehensive Assessment Program (MCAP) (English and Language Arts and Mathematics);
(2) The Maryland Integrated Science Assessment (MISA) for grades 5 and 8;
(3) The Alternate Maryland Integrated Science Assessment (Alt-MISA) for grades 5 and 8;
(4) The Multi-State Alternate Assessment (MSAA);
(5) The High School Assessment for Government (HSA Government);
(6) The High School Assessment for Science (LS MISA);
(7) The Kindergarten Readiness Assessment (KRA);
(8) The English Language Proficiency Assessment (ELPA) – ACCESS for ELLs;
(9) The norm-referenced test or tests in use by the State;
(10) The Educator Credentialing Tests; and
(11) Other test instruments required by the State Board of Education;
B. Data reporting required by the State Board of Education including the data-based areas described in COMAR 13A.01.04 and other measures used to determine availability of services and funding; and
C. Local school system-owned materials that are the same as those used in any State-operated assessment program.
D. The security and monitoring of any instrument administered by or through the State Board of Education, to include assessments and surveys.

.02 Definitions.
A. In this chapter, the following terms have the meanings indicated.
B. Terms Defined.
(1) "Department" means the State Department of Education.
(2) "Individual" means a student, teacher, administrator, or other school system or Department employee.
(3) Local School System.
(a) "Local school system" means a public school system.
(b) "Local school system" includes special schools and institutions and nonpublic schools approved under COMAR 13A.09.10 that use tests administered on behalf of the State Board of Education.
(4) "Maryland School Performance Program (MSPP)" means a performance-based education accountability program that focuses on accountability through school improvement in the public schools.
(5) "Test administration" means the range of activities from procurement of secure assessment materials through the return of secure assessment materials to the Department or its agents.

.03 Local School System Test Administration and Data-Reporting Policies.
A. A local school system shall develop and adopt test administration and data-reporting policies.
B. The test administration policy shall provide for:
(1) The security of the materials during testing and the storage under lock and key of all secure tests and test materials in all versions, including, but not limited to, answer keys, audio tapes, videotapes, compact disks (CDs), and examinee answer documents, before, during, and after testing;
(2) The proper administration of tests and the monitoring of test administrations;
(3) Training, at least annually, of appropriate personnel on the local test administration policy and procedures; and
(4) The prohibition of electronic devices, including personal devices, (unless required for testing or administrative purposes) in testing rooms during testing; and
(5) The retention of an archival document for a minimum of 6 years after the date of test administration, containing the following information for each testing group each testing day:
(a) Name and student identification number for each student;
(b) School and system names and identifiers;
(c) Names of the test administrators, examiners, accommodators, and proctors; and
(d) Unique test document identification number for each student for paper testing only.
C. The data reporting policy shall contain:
(1) Procedures for the accurate and timely collection, storage, and retrieval of data required by the State Board as described in Regulation .01 of this chapter;
(2) Procedures for reporting assessment results to parents/guardians of students within 30 days of receipt by the local school system, but no later than the 15th of September for spring assessment results.
(3) Procedures for the delivery of assessment results to parents/guardians by one or more of these methods:
(a) First-class mail;
(b) Backpack or student folder only if parents/guardians are notified by phone or electronically to expect the assessment results to be delivered on a date certain by that method;
(c) Personally at Parent/Teacher conferences; or
(d) Electronically through the communication system used by the local school system to keep parents/guardians informed; and

(4) Training of appropriate personnel on data reporting procedures.
D. Test Administration and Certification of Training Forms.
(1) The Department and each local school system shall use a Department provided or approved test administration and certification of training form and a Department provided or approved nondisclosure agreement, as appropriate, for its employees.
(2) Before initially handling any test materials, and annually after that, each individual directly or indirectly involved shall sign a test administration and certification of training form or a nondisclosure agreement, whichever is applicable.
(3) All signed forms and agreements shall be retained by the Department or local school system for the duration of the individual's employment or relationship with the Department or local school system.
(4) Forms and agreements may be signed electronically using any means approved by the Department.
E. Electronic Archival of Documents. Each local school system may develop and adopt policies and procedures for the secure electronic archival of paper documents.

.04 Local School System Testing Designates.
A. All personnel involved in testing must be employees of the local school system, be trained for their role, meet the requirements of their role as described herein, and sign a Department approved Test Administration and Certification of Training Form.
B. Personnel may not serve as a Test Administrator, Proctor, or Accommodator in the same testing room as a student who is a family member or who resides within the same dwelling.
C. Testing Personnel
(1)Local Accountability Coordinators.
(a) A local superintendent of schools shall designate annually one individual per school system to serve as the Local Accountability Coordinator (LAC).
(b) The LAC shall have oversight of the:
(i) Procurement of test instruments that are used in testing programs administered by or through the State Board of Education;
(ii) Organization, implementation, orientation, and verification of the Maryland educational assessment programs in the school system; and
(iii) Administration and security of state-mandated assessments.
(c) The name of the LAC shall be provided in writing to the Department within 10 days of the designation.
2. School Test Coordinators.
(a) Each school system shall designate one individual per school to serve as the Primary School Test Coordinator (STC).
(b) A Principal may not serve as the STC unless permission has been granted by the Department.
(c) STCs must possess a valid Maryland State Department of Education (MSDE) certificate for professional school staff.
(d) Eligible STCs include the following:
(i) State-certified teachers.
(ii) State-certified guidance counselors, library media specialists, school psychologists, pupil personnel workers, and school administrators (other than the Principal).
(e) The Primary STC shall:
(i) Have responsibility for training and supervising school personnel in test administration policy and procedures; and
(ii) Be the primary point of contact with the LAC and the Department during the administration of all state assessments.
(f) The school system may further designate, one or both, an:
(i) Alternate STC per school; and
(ii) Assistant STC per state-mandated assessment.
(3) Test Administrators (TAs)
(a) Selected by each public school's principal subject to review and approval by the local Superintendent.
(b) For any multi-state assessment consortium testing, TAs must possess a valid Maryland State Department of Education (MSDE) certificate for professional school staff.
(4) Proctors
(a) The decision to use Proctors is a local school system option.
(b) Must be under the direct supervision of an eligible TA.
(c) TAs may serve as Proctors.
(d) Proctors may include:
(i) Instructional assistants and aides.
(ii) Substitutes or other staff members who are employees of the school system.
(5) Accommodators
(a) May provide accommodations to students during testing.
(b) Must be under the direct supervision of an eligible TA.
(c) Accommodators may include:
(i) Test Administrators.
(ii) Instructional assistants and aides.
(iii) Substitutes or other staff members who are employees of the school system.

.05 Testing Behavior Violations.
A. It is a violation of test security for an individual to fail to follow test administration procedures promulgated by the local board of education or the State Board of Education and published in test administration manuals and related materials for mandatory tests administered by or through the State Board of Education to students or educators.
B. It is a violation of test security for an individual to:
(1) Give examinees access to secure test items or materials before testing;
(2) Give unauthorized individuals access to secure test items or

materials;
(3) Copy, reproduce, use, or otherwise disclose in any manner inconsistent with test security regulations and procedures any portion of secure test materials;
(4) Provide answer keys or answers orally, in writing, or by any other means, to examinees;
(5) Coach examinees during testing by giving them answers to test questions or otherwise directing or guiding their responses or altering or interfering with examinees' responses in any way;
(6) Fail to follow security regulations and procedures for distribution and return of secure test materials, or fail to account for all secure test materials before, during, and after testing;
(7) Fail to properly monitor test administration, including permitting inappropriate collaboration between or among individuals;
(8) Administer State-mandated tests on dates other than those specified by the Department;
(9) Participate in, direct, aid, counsel, assist, encourage, or fail to report any of the acts prohibited in this chapter; or
(10) Refuse to disclose information regarding test security violations.
C. The local school system shall investigate any allegations of violations of test security and report the results to the Department in a timely fashion.

.06 Data Collection and Reporting Violations.
A. It is a violation of data collection and reporting for an individual, school, or school system to:
(1) Fail to report test scores, numbers of students tested, and other indicators of test performance on mandatory tests administered by or through the State Board of Education, as well as all other data elements reported to the Department;
(2) Report incorrect or otherwise inaccurate test scores, numbers of students tested, other indicators of test performance, and participation on mandatory tests administered by or through the State Board of Education, as well as all other data elements reported to the Department; or
(3) Exclude a student or students from participation in mandatory tests administered by or through the State Board of Education except in accordance with Department-approved procedures.
B. The local school system shall investigate any allegations involving data collection or reporting violations and report the results to the Department in a timely fashion.

.07 Sanctions for Violations.
A. Invalidation of Test Scores or Other Data.
(1) An individual shall adhere to all procedures specified in all operating manuals and related materials governing the Maryland School Performance Program including the mandated testing programs.
(2) The Department:
(a) Shall establish procedures to identify:
(i) Improbable test score gains or improbable changes in data in consecutive years,
(ii) Situations in which inappropriate collaboration between or among individuals occurs during the test administration or data collection and reporting, and
(iii) Any other situation which may result in the invalidation of test results or other data; and
(b) May invalidate test scores or other data that reflect improbable gains which cannot be satisfactorily explained through changes in the student population or instruction.
(3) The invalidation of test results or other data because of a breach of security, or action of the State Board of Education, also invalidates any graduation, programmatic, or evaluative criteria dependent upon these data or test results.
(4) A student who causes, allows, or is otherwise involved in the presentation of forged, counterfeit, or altered identification for the purpose of obtaining admission to a test administration site for any of the tests listed in Regulation .01 of this chapter may have the test results invalidated, and may be ineligible to retake the test until the next official testing opportunity.
(5) A student who engages in any activities during testing which result in invalidation of scores may be ineligible to retake the test until the next official testing opportunity.
(6) All central office and school-based personnel whose duties involve either test administration or data collection and reporting shall be held accountable for compliance with all of the requirements described in this chapter.
B. Other Sanctions. A testing behavior violation as described in Regulation .05 of this chapter, a data collection and reporting violation as described in Regulation .06 of this chapter, or a violation of any other regulation in this chapter constitutes misconduct, insubordination, or neglect of duty for which:
(1) Personnel sanctions may be imposed by the local school system;
(2) The administrative credentials, teaching credentials, or both, of the violator may be suspended or revoked under COMAR 13A.12.05;
(3) The school or school system may be censured; and
(4) Costs incurred as the result of the violation may be recovered by the Department.
C. Mitigating Circumstances.
(1) Any mitigating circumstances shall be considered before a sanction is imposed for a testing behavior violation as described in Regulation .05 of this chapter, a data collection and reporting violation as described in Regulation .06 of this chapter, or violation of any other regulation in this chapter.
(2) An individual other than a primary violator may be sanctioned only if the individual failed to take appropriate action after learning about the violation.
D. Reasonable Person Standard. All conduct with respect to test administration and data reporting will be reviewed under a reasonable person standard, that is, what a reasonable person would do under similar circumstances.
E. Whistleblower Protection.
(1) The local school system shall not take any personnel action as retaliation against an employee who reports information that the employee reasonably believes involves a test security violation under this chapter.
(2) The local school system may take personnel action against an employee if the local school system investigates and concludes that the employee was involved in the reported test security violation.

NOTE: COMAR text current as of July 30, 2019. Please consult http://www.dsd.state.md.us/COMAR/ComarHome.html for any changes.

2 - COMAR Text

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TEST COORDINATOR MANUAL

Spring 2024