

Technical Guide for Spanish Language Support 2024-2025 Administrations

Overview of Spanish Language Testing

The Maryland Comprehensive Assessment Program (MCAP) Government and LS MISA assessments are available in Spanish.

Students access operational assessments using the MCAP Government and LS MISA Student Testing Interface. The Student Testing Interface can be accessed by launching a student kiosk.

The Student Testing Interface is available in Spanish using a web browser or the kiosk.

This guide explains how to set-up the Spanish language version of the test. For general information regarding test device technical requirements, installing the kiosk, and using the Student Test Interface using a kiosk or web browser, you can access additional user guides on the [Maryland Help & Support Page](#).

**Note: The LS MISA Spanish practice test will be available for the 2025–26 school year. The Government Spanish practice test is made available for the 2024–25 school year.*

Step 1: Create a separate class for Spanish testers and set-up Spanish Test Sessions

Before students can take the Spanish version of a test, the school must create a separate class for Spanish testers and schedule Test Sessions for the Spanish-version test in the MCAP Government and LS MISA Portal.

Create a Class

To create a class for Spanish test takers:

1. Go to <https://lsmisagovportal.cognia.org/> and log in.
2. On the Portal home page, click **Administration**.
3. At the top of the Administration page, click **Classes**.
4. From the organization drop-down list select the school where the students who will be taking the Spanish test are currently enrolled.
5. Select the **Content Area** you are creating a class for.
6. Click **Create Course Level Class**.
7. In the class name field, type the name of the new class for Spanish test takers.
8. Select a course from the **Choose a Course** drop-down list.
9. Under the Search for Students section, you can filter the student list by grade and/or class.
Tip: To further limit the results, select **Show only students that are not assigned to a class**.
10. To add students to the class, select one or more students from the students list. To select multiple students, press and hold **Ctrl** and then select student names from the list.
11. Click the **Add button** to move the students to the class list on the right.

Student names appear dimmed or grayed out in the list on the left when they have been added to the class list on the right. Note: Classes are limited to a maximum of 250 students.

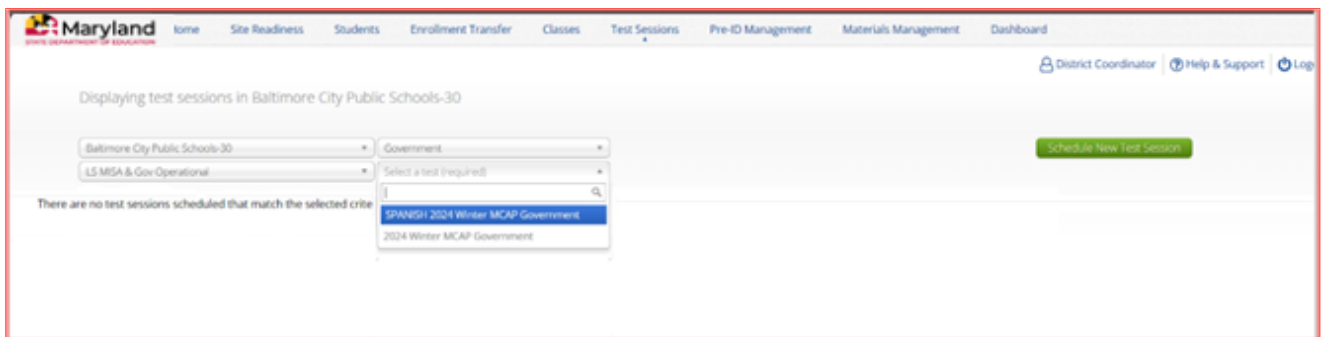
12. To remove students from the class, select one or more students from the class list on the right, and then click **Remove button**.
13. When the class list is complete, click **Save** to create the class.

Schedule Test Sessions

To schedule the class for the Spanish version of the test:

1. Go to <https://lsmisagovportal.cognia.org/> and log in.
2. On the Portal home page, click **Administration**.
3. At the top of the Administration page, click **Test Sessions**.
4. Select the **Organization**, **Program** (LS MISA & Gov Operational), **Content Area**, and then select a **Spanish version test** (see figure 1).
5. Click **Schedule New Test Session**.
6. In the classes list, select the class of Spanish test takers you just created.
7. When you are done, click **Schedule** to save the test session.

Figure 1



Step 2: Changing Language Settings on Student Test Interface

When the student is ready to log into the test, the student should change the MCAP Government and LS MISA Kiosk Test Interface to the Spanish Language version prior to logging in. This will ensure the log in screen, navigation buttons, tool and accommodations labels, and on-screen prompts are all in Spanish. To do this:

1. Launch the MCAP Government & LS MISA Kiosk or App.
2. On the Sign in Screen select **Español** from the localization drop-down list at the bottom of the page (see figure 2).

Figure 2



Optional: Changing Language Settings on Student workstation

Windows workstations

1. From the **Control Panel**, click **Clock, Language, and Region**, and then click **Region and Language**.

Note: The Control Panel commands may differ slightly depending on which version of Windows you are using.

2. On the **Formats** tab, from the Format drop-down list, select **Spanish (United States)**. Click **Apply** and then click **OK**.

🔗 If you are prompted for an administrator password or confirmation, type the password or provide confirmation.

3. To change the keyboard setting, click the **Keyboard and Languages** tab. On the **General** tab,

click **Change keyboards**, and then select **Spanish (United States)**. Click **Apply**, and then click **OK**.

4. To restart your computer, click **Restart now**.

Mac workstations

1. Choose **Apple menu > System Preferences**, then click **Language & Region** or **International**.
2. In the **Language** tab, choose **Spanish**.
3. In the **Region** menu, choose **United States**.
4. When you are done customizing formats, click **OK**.

Note: If you are planning to use the device for English test takers, make sure to work backwards through the steps above to return the kiosk or the language setting on the device to English.

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