

Technical Guide for Transcribing Student Responses 2024-2025 Administrations

General Information on Transcribing Student Responses into the MCAP Government and LS MISA Kiosk

For Winter, Spring, and Summer administrations of the MCAP Government and LS MISA, ***it is required that student responses from any paper test are transcribed into an online test form in the MCAP Government and LS MISA kiosk.*** This will ensure that student responses from paper assessments will be scored and reported on a rolling basis, along with responses from computer-based assessments.

Paper tests include the following: Standard paper (English and Spanish), Large Print (English and Spanish) and Braille.

Please note that paper tests ***will not be scanned for scoring purposes, only for inventory purposes.*** It is the responsibility of the school / LEA to ensure that student responses are input directly into the kiosk.

Original student responses must always be transcribed at the school level by an eligible Test Administrator or someone under the direct supervision of an eligible Test Administrator. At least two people must be present during transcription of student responses. It is recommended that one of the individuals is the STC.

Before the Test Administrator can transcribe the student responses into the kiosk, the school must ensure that the student has finished testing, assign the appropriate accommodations, create a separate class, and schedule sessions for transcribing responses into the kiosk.

Follow the steps below which explain how to select the appropriate online accommodated test form, create a separate class and schedule sessions, and then transcribe student responses into the MCAP Government and LS MISA Kiosk.

Step 1: Assign Accommodations

Students should be assigned to the appropriate accommodations in the student's profile before you schedule the test session.

To assign an accommodation:

1. Go to <https://lsmisagovportal.cognia.org/> and log into the MCAP Government and LS MISA Portal.
2. On the portal home page, click **Administration**.
3. At the top of the Administration page, click **Students**.
4. From the drop-down menu at the top of the page, select the school where the student is

currently enrolled.

5. Locate the student's name in the Student list and then click **Edit**.
6. Click the Accommodations tab to display the list of available accommodations.
7. Select *Alternate Representation Paper Test* accommodation to receive the right form to transcribe in.
8. When you are done, click **Save**.

Step 2: Create a separate Class

To create a class for students whose responses will be transcribed:

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 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 transcribing.
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.

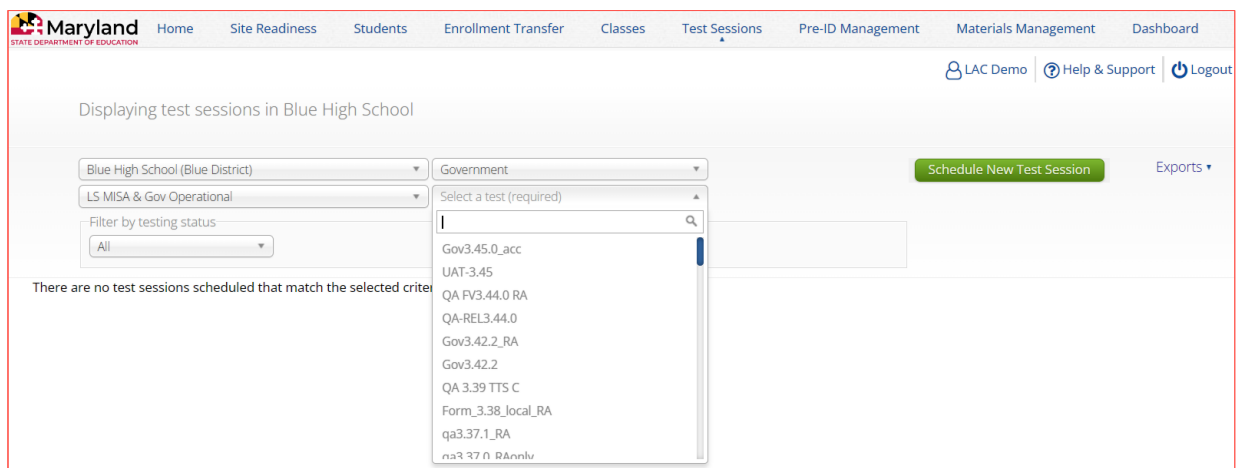
Student names appear dimmed or grayed out in the list on the left when they have been added to the class list on the right. **Note:** Classes are limited to a maximum of 250 students.
12. To remove students from the class, select one or more students from the class list on the right, and then click **Remove button**.
13. When the class list is complete, click **Save** to create the class.

Step 3: Schedule Test Sessions

To schedule the class for a 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**.

Select the **Organization**, **Program** (LS MISA & Gov Operational), **Content Area**, and then select the test that your student(s) took on paper.



4. Click **Schedule New Test Session**.
5. In the classes list, select the class you just created.
6. When you are done, click **Schedule** to save the test session.
7. Locate the test session in the Test Sessions table and click View Details/Student Logins in the column on the right to view the test session details.
8. The test session details page displays the session access codes and student test logins.
9. Student test logins can be exported from the Test Session details page as a PDF or CSV file.
10. Select the students whose login information will be exported. To select all the students in the table, select the check box in the top-left corner of the header row. To select individual students, select the check box next to each student's name.

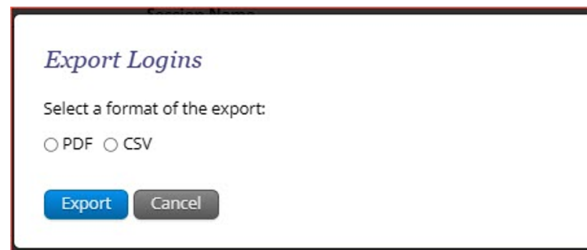
Session: Choose a Session

[Export Logins](#)

<input checked="" type="checkbox"/>	Last Name	First Name	Username	Password	Form Name	Date/Time Created	Test Report Code	Status	Date/Time Started	Date/Time Completed
<input checked="" type="checkbox"/>	One Hundred and Eighteen	DemoStudent	904321909	C8ED4254	Demo IN-PERSON Early Fall 2021 HS MISA	07/14/2021 1:55:32 PM	+	Session 1:Not Started		Invalidate
<input checked="" type="checkbox"/>	One Hundred and Eighty	DemoStudent	905840780	BA6C5978	Demo IN-PERSON Early Fall 2021 HS MISA	07/14/2021 1:55:32 PM	+	Session 1:Not Started		Invalidate
<input checked="" type="checkbox"/>	One Hundred and Eighty Eight	DemoStudent	946810575	BF495F36	Demo IN-PERSON Early Fall 2021 HS MISA	07/14/2021 1:55:32 PM	+	Session 1:Not Started		Invalidate
<input checked="" type="checkbox"/>	One Hundred and Eighty Five	DemoStudent	926455690	4779A746	Demo IN-PERSON Early Fall 2021 HS MISA	07/14/2021 1:55:32 PM	+	Session 1:Not Started		Invalidate
<input checked="" type="checkbox"/>	One Hundred and Eighty Four	DemoStudent	906633435	E2B7FC5B	Demo IN-PERSON Early Fall 2021 HS MISA	07/14/2021 1:55:32 PM	+	Session 1:Not Started		Invalidate

Showing 1 - 5 of 5

11. To export the logins, click the Export Logins button. A pop-up box will appear with the option to choose a PDF or CSV version of the export.

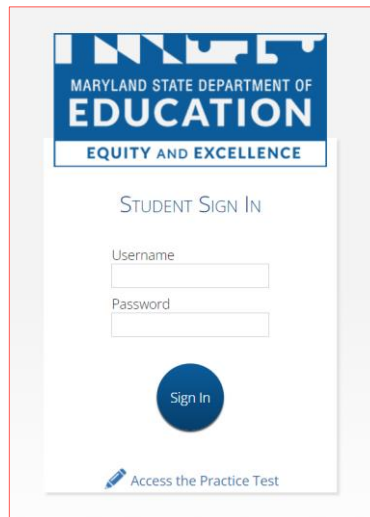


12. The PDF file includes student test logins, test details, the session access codes, and a master list of student login information and accommodations for the test proctor. Test Administrators should review this to ensure students have the correct accommodation before logging into the test.

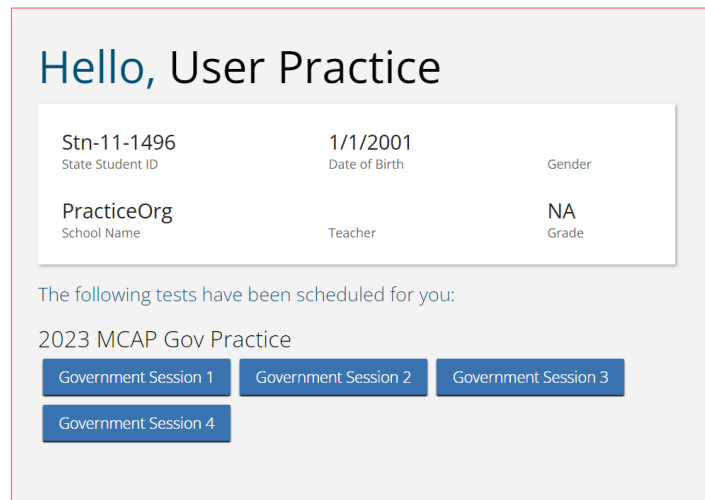
Step 4: Transcribe Responses into the Kiosk

To transcribe student responses into the kiosk:

1. Launch the MCAP Government and LS MISA kiosk.
2. On the Student Sign In page, enter the username and password obtained from the student test ticket login. The Transcriber should get the username and password from the School Test Coordinator.



3. Click **Sign In**.
4. On the Student Profile page, verify the Student Name and student's identifying information.



5. Click **Session 1**.

6. Enter **Session Access Code** and click **Submit**. The session access code is found on the test session summary print-out that is printed with the student test logins or within the online portal under the Test Sessions tab.

Session Access Code:

Note: In certain scenarios, a proctor password may be required to enter a test session. Please see Slide 7 of the Kiosk User Guide for details.

7. Review the accommodations on the Options page and click **Continue**.

Options

Text-to-Speech: Volume: 100 (slider), Speed: Slow Normal Fast

Color Contrast: Default Classic Ruby Chalkboard Nocturnal Aquiline
Eccentric Azure Haunted Celestial Antique Creamy

Answer Masking: Enabled

8. Review the directions on the Directions page and click **Continue**.

2023 MCAP Gov TTS Practice
Government Session 1 **Directions**

This practice test features sample items that will provide hands-on simulation of the online testing system. This is only a practice test and does not include all of the content that will appear on the operational assessment.

Use the navigation buttons to move to the next question or to go back to the previous question in each session. Use the review button to access the Test Review screen.

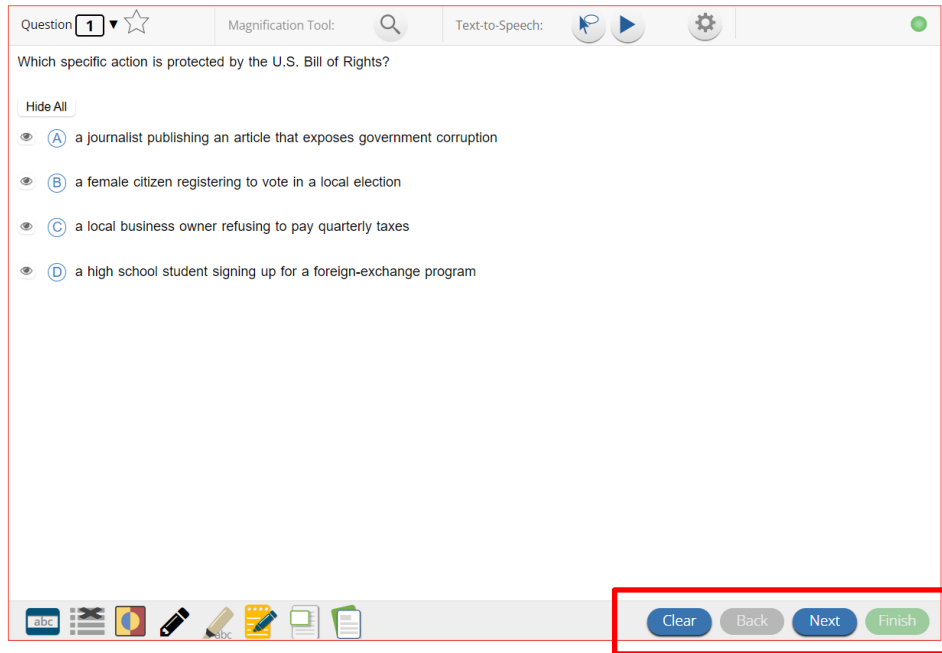
Test questions will be presented one at a time. Sometimes you may need to use the scroll bar to see all of the content in a question. Each multiple-choice question will be followed by its possible answer choices. Be sure that you have seen all of the answer choices before you make your selection. Each constructed-response question will be followed by a text box. Type your response in the box.

Use the Tools Reference Sheet to review platform tools that are available to all students.

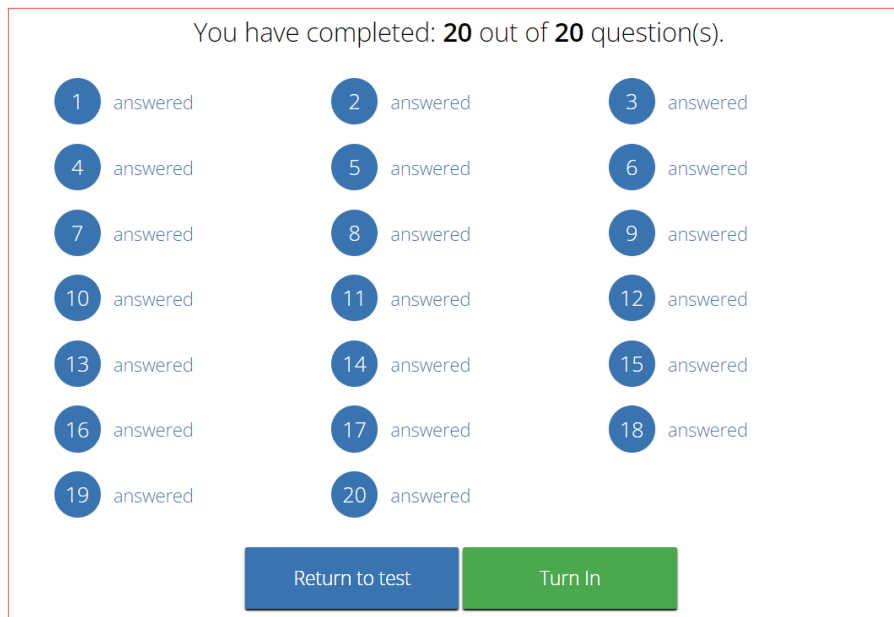
Now, select Continue to begin. You should view and respond to all of the questions in each session before you continue to the next session.

9. From the Items page, you can start transcribing the responses for every question.

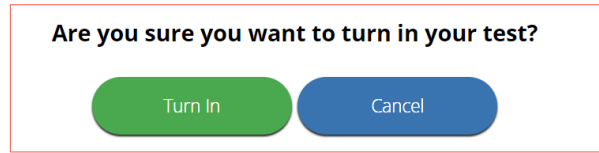
10. Use the **Next** and **Back** navigation buttons to move forward and backward one question at a time. The **Clear** button can be used to remove all responses from the current question. On the last question of the test session, the **Finish** button will be activated. Click **Finish** if you have finished transcribing the responses. Clicking the Finish button will take you to the test review page.



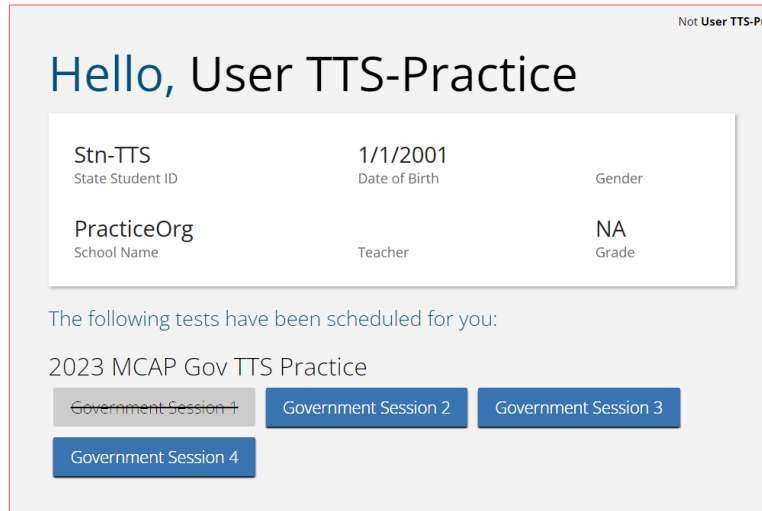
11. The Test Review page displays a full list of questions, their answer status, and any questions that have been bookmarked. Click the **Turn In** button to submit the test or **Return to test** button to return to the test.



12. On the final prompt, click **Turn In** again.



13. You will be returned to the Student Profile page and Session 1 will be grayed out.



14. Follow Steps 5 - 13 to transcribe responses for the remaining sessions of the test.

Cognia is a registered trademark of Cognia, Inc. The Cognia logo is a trademark of Cognia, Inc. All rights reserved.

© 2024 eMetric, LLC This document, including all attachments, contains the proprietary and confidential information of eMetric. It is not to be distributed to any party without the explicit written consent of eMetric.

iTester is a trademark of eMetric LLC.