





MCAP Government and LS MISA LAC Spring Administration Training

February 10, 2025



AGENDA



Time	Topics					
9:00am – 9:05am	Welcome, Introductions, Norms					
9:05am – 9:30am	Test Security (MSDE)					
9:30am – 10:00am	 Spring 2025 Test Window in detail ➤ What's new? ➤ Homeschool Testers ➤ Key Dates 					
10:00am – 10:05am	Break					
10:05am – 10:45am	Computer Based Testing with the Online System ➤ MCAP Government and LS MISA Portal ➤ MCAP Government and LS MISA Kiosk ➤ Overview of Data Interaction					
10:45am – 11:00am	Paper Based Testing ➤ Accommodations ➤ Additional Materials ➤ UPS Pickup Support Materials ➤ Maryland Help and Support Site					
11:00am	Wrap Up					





Staff Introductions



Cognia

Sarah Melmed, Program Manager

eMetric

- Aarti Jagtap, Senior Project Manager
- Kaelee Harper, Senior Support Center Manager

MSDE

- Erika McCrea, Executive Director of State Assessments
- Dr. Simeon Sanders, Assessment Administration Manager
- Jeremy Marcus-Wenger, PM of Science Assessment
- Miriam Bart, PM of Social Studies Assessment
- Regan Eldridge, Accessibility and Accommodations Specialist
- Dr. Juan Tituana, LEA 24 Program Manager
- Ranjani Thunga, Assessment Specialist







What's new in 2024-2025?

- Spanish paper testers can now be registered during the Pre-ID window.
 - New language field
- Spanish Gov Practice Test will be available on the Maryland Help and Support Page
 - Practice tests available 10/4
- Session inactivity time reduced from 60 minutes to 20 minutes.





Individual Student Results in Data Interaction

- Students receive results in Data Interaction 9 business days after completed test is submitted.
- There are several scenarios when a student would not receive a score 9 days after testing.
 - 1. The student does not submit all sessions of the test.
 - 2. The student's demographic information (name, SASID, DOB, etc.) does not match what is provided to Cognia.
 - 3. Paper based tester's answers are not transcribed into the testing portal.
 - 4. The student starts and attempts the same test multiple times (duplicate records).





Individual Student Results in Data Interaction

- When will you receive student results?
 - o If the student does not submit all sessions of the test, you will receive student results 12 business days after the final day of the administration. (June 17th)
 - If the student's demographic information (name, SASID, DOB, etc.) does not match what is provided to Cognia, you will receive results during preliminary reporting. (June 24th)
 - If paper based tester's answers are not transcribed into the testing portal, you will not receive student results until final reporting. (July 24th)
 - If the student starts and attempts the same test multiple times (duplicate records),
 you will receive students results during final reporting. (July 24th)



Transcribing Paper Based Tests



- All paper based test responses <u>must</u> be entered directly into the kiosk to ensure timely processing of student assessments.
 - Standard paper and large print
 - Standard Spanish and large print Spanish
 - Braille
- All paper based tests will come with a "Transcribed" label.
 - These labels should be affixed to the front of the answer document after transcription.
- Paper tests that are not transcribed into the kiosk risk not being scored and reported in the rolling reporting window.
- Send materials back as soon as possible to ensure timely scoring and reporting of non-transcribed tests.



Homeschool Test Takers



- All homeschool testers need to be enrolled in LEA 55.
 - Excluded from state level aggregations.
 - ISRs will be sent to the district in which they tested.
- LACs will need to contact the Maryland Help Desk to get a School Testing Coordinator (STC) account.
 - STC or agent can enroll student in district.
 - Agent will need SASID and full name to enroll students.
- LAC responsible for creating additional accounts for TA/STC administering test.







Date	Task
February 2025	 LAC Training (Virtual) LEA 24 Training (Virtual) Tech Coordinator
March 3 – 14, 2025	 1st Pre-ID Window (orders pre-printed student ID labels for PBT)
April 14 – 18, 2025	• 2 nd Pre-ID Window
April 14, 2025	 Manuals and Test Materials arrive in schools and LEAs
April 14 – May 23, 2025	Additional Materials Ordering Window
April 28 - May 30, 2025	Test Window
May 9 – June 17, 2025	 Individual Student Results available in Data Interaction
May 30, 2025	Final UPS Pickup









Date	Task
June 24 - 30, 2025	Student Results Files with LEAs for correction
July 24, 2025	 Final Student Results Files available for LEAs
July 28, 2025	 PDF Student Reports and Labels available in Data Interaction
August 20, 2025	 Printed ISRs and Labels arrive in LEAs and Schools







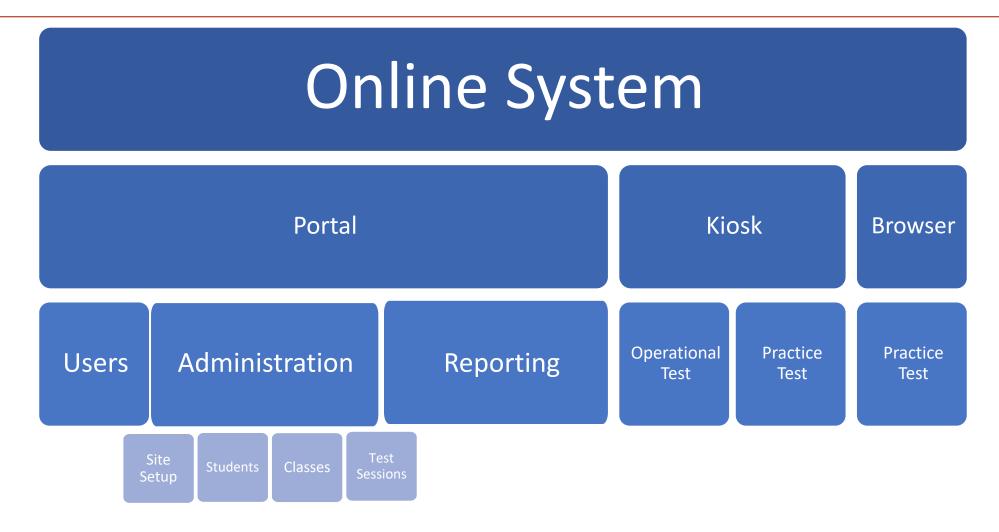
Break







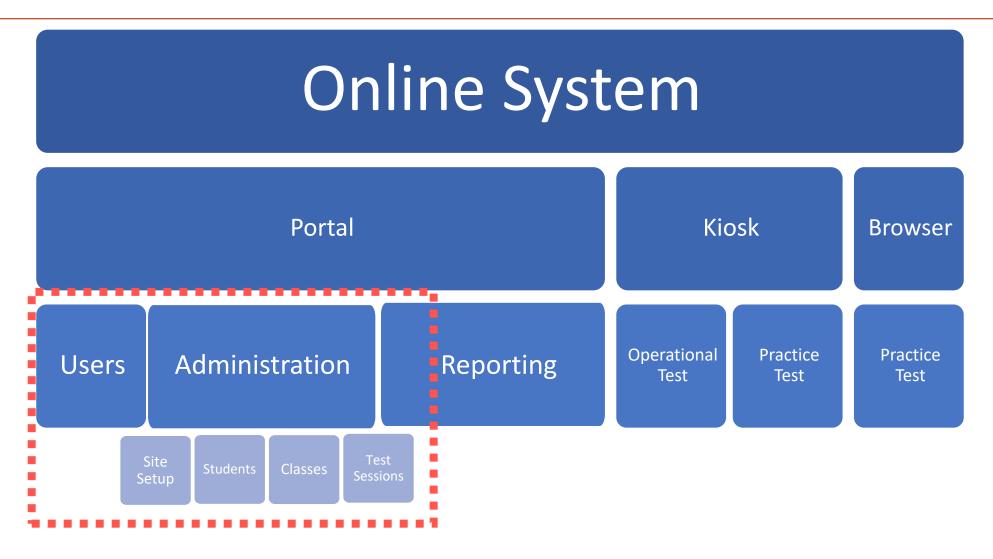














Portal: Getting Started



- Available via browser
 - https://lsmisagovportal.cognia.org
- Browser Specifications*: **updated
 - Chrome™ 133 or newer
 - Firefox® 135 or newer
 - Microsoft Edge™ 132 or newer
 - Safari® 18.3 or newer

*Please refer to the Technology Guidelines posted on the Help & Support website for latest updates.



Portal: User Accounts



- Already have a user account?
 - Continue to use it!
 - Prompted for password change?
- Don't have an account yet?
 - LACs and LEA 24 must create all other portal users within the HSA Portal.
 - Users will receive automated email with username and temporary password from <u>MarylandProgramManagementTeam@cognia.org</u>.
 - Add "Trusted" Email Sender,
 - No email? Check Spam folder,
 - LACs contact Technical Support,
 - STCs and Tech Coordinators contact LACs for accounts.



Portal: Roles & Responsibilities



Role	Responsibilities
Local Accountability Coordinator (LAC)	 Before & During Operational Testing: Manage portal users Upload student Pre-ID data Add additional students after Pre-ID window Request and approve student transfers in the Enrollment Transfer screen Edit student data and additional accessibility features/accommodations after Pre-ID window Create classes (proctoring groups) Schedule tests Track paper materials Approve TestMonitor Activations* During Operational Testing Manage and monitor student testing Review Dashboard Reactivate tests Invalidate tests View Roster Reports After Testing Schedule UPS pick-up requests
*Optional	View Summary Reports





Portal: Roles & Responsibilities



Role	Responsibilities
School Test Coordinator (STC)	 Before & During Operational Testing: Manage portal users Upload student Pre-ID data Add additional students after Pre-ID window Edit student data and additional accessibility features/accommodations after Pre-ID window Manage student transfers within your LEA Create classes (proctoring groups) Schedule tests Track paper materials Approve TestMonitor Activations* During Operational Testing: Manage and monitor student testing Review Dashboard Reactivate tests View Roster Reports After Operational Testing: Generate Test Status Export Schedule UPS pick-up requests View Summary Reports





Portal: Roles & Responsibilities



Role	Responsibilities
Report Access Only (RAO)	 During Operational Testing: View Roster Reports After Operational Testing: View Roster Reports View Summary Reports View static PDFs





What's new for Spring 2025?



Portal

- A new field, Preferred Name, will be added to the Student Information tab in the portal.
- The Test Language field will be a required field when adding students manually in the portal.

Kiosk

- The inactivity timeout is changed from 60 minutes to <u>20 minutes</u>.
 - If a student is inactive for more than 20 minutes, the kiosk will log the student out of the test.
 - Inactivity is defined as a student not interacting with the online platform during that period.



Pre-ID Management



- Pre-ID files can only be updated during the Pre-ID windows
- 1st Pre-ID window for Spring 2025: Mar 3 14, 2025
- 2nd Pre-ID window for Spring 2025: Apr 14 18, 2025
- Only LACs and STCs can upload files
- Successfully uploaded files will be processed the same day
- The LAC/STC that uploaded the file will receive an email notification once the file has processed
- Note: The uploaded file overwrites manual edits



Portal: Demo



- User Management
- Add/Edit Student
 - Manually, or
 - Upload a Pre-ID file
 - Add/edit accommodations
 - Manually, or
 - Upload a file
- Student Enrollment Transfers
 - Transferring Student within LEA
 - Transferring Student between LEAs
- Create Classes (Proctoring groups)
 - Manually, or
 - Upload a file
- Schedule Test Sessions
- Dashboard

Recorded
Modules are
available on the
Help & Support
Site!



Portal: Bulk File Uploads Review



File Upload	Data	Dates Available*	Record Limit
Portal Users	Add or edit portal user accounts for your organization	N/A	30
Pre-ID	Student data and accommodations	Mar 3 – 14, 2025	40,000
Additional Accessibility Features/ Accommodations Data	Student accommodations only	Mar 3 – May 30, 2025	1,000
Class Data	Mapping students to classes or proctoring groups	Mar 3 – May 30, 2025	1,000

^{*} The dates provided are applicable for Spring 2025 administration only.





^{*} Bulk file uploads are available during specific hours during operational testing window (3pm - 5:30am ET)

Portal: File Downloads Review



File Download	Data	Dates Available*	Record Limit
Portal Users	List of portal user accounts for your organization	N/A	30
Student Accommodations	Student accommodations only	Mar 3 – May 30, 2025	-
Students Test Status	List of students with their test completion status by school/test	Apr 28 – May 30, 2025	-
Pre-ID	Student enrollment data	Mar 3 – May 30, 2025	-

All file downloads will be available throughout the operational administration and will not be blacked out during peak operational testing hours.





^{*}The dates provided are applicable for Spring 2025 administration only.

Portal: Reactivating a Test



- If a student turns in a test, but did not intend to, LACs and STCs can Reactivate a student's test session
- A test can only be reactivated once it is in a *Finished* status
- The LACs and STCs should document and save the reason for reactivating the test
- The test status will be displayed as *In Progress*, but their previously listed End Time will remain the same until they have turned in the test again after having it reactivated

Portal: Reactivating a Test





Site Readiness

Enrollment Transfer Students

Classes

Test Sessions

Pre-ID Management

Materials Management

Dashboard

Test Sessions

« Back

District: Blue District

School:

Blue Elementary School

Administration: HSA Admin

Content Area: Government

Class: Test Name:

DemoClass-Government (GOV)

QA Test_ UAT Insight **Testing Window**: 08/15/2022 to 09/30/2022

Test is in progress. It ends on 09/30/2022. Students may log in and take the test using their username and password shown below.

Export Logins for Selected Students

Last Name	First Name	Username 🔍	Password	Form Name 🔍	Date/Time Created	Test Report Code	Status	Date/Time Started	Date/Time Completed		
bandley	shannon	00112	CFA23B24	QA government form	08/15/2022 5:44:04 PM	+	Session 1:Finished (Reactivate)	8/15/2022 5:58:52 PM	8/15/2022 5:59:38 PM	Invalidate	
Barton	Jody	9999912365	5CE36B63	QA government form	08/15/2022 5:44:04 PM	+	Session 1:Finished (Reactivate)	9/13/2022 9:29:36 PM	9/13/2022 9:30:05 PM	Invalidate	
Bates	AudreyTTS	123456658	225B4E4F	QA government form	08/15/2022 5:44:04 PM	+	Session 1:Finished (Reactivate)	9/20/2022 5:10:50 PM	9/20/2022 5:11:08 PM	Invalidate	
Beker	Ricky	121120171	CEB8A468	QA government form	08/15/2022 5:44:04 PM	+	Session 1:In Progress	8/15/2022 6:00:41 PM		Invalidate	Unlock
Demo	Kaelee	9999901010	3D8D387A	QA government form	08/15/2022 4:09:43 PM	+	Session 1:Finished (Reactivate)	8/15/2022 5:14:17 PM	8/15/2022 5:14:35 PM	Invalidate	
Demo	Michael	9999904473	E5DF9AEC	QA government form	08/15/2022 4:09:43 PM	+	Session 1:Finished (Reactivate)	8/15/2022 5:17:40 PM	8/15/2022 5:18:13 PM	Invalidate	
Demo	Student Forty	8716398371	BFA4BB28	QA government form	08/15/2022 4:09:43 PM	+	Session 1:Finished (Reactivate)	8/15/2022 5:21:50 PM	8/15/2022 5:22:29 PM	Invalidate	





Portal: Invalidating a Test



- If a testing irregularity has occurred that leads to invalidating a test, LACs can invalidate the test via MCAP Government and LS MISA Portal
 - LEA24 STCs to see Juan Tituana
- Must invalidate a test for a student before scheduling to test again so they receive a different form
 - The student must be put in a new class and scheduled to take the test
 - This will generate a new password for the student's test



Portal: Invalidating a Test





Site Readiness Home

Students

Enrollment Transfer

Test Sessions Classes

Pre-ID Management

Materials Management

Dashboard

Test Sessions

« Back

District: Blue District School:

Blue Elementary School

Administration:

HSA Admin

Content Area:

Government

Class:

DemoClass-Government (GOV)

Test Name:

QA Test_ UAT Insight

Testing Window: 08/15/2022 to 09/30/2022

Test is in progress. It ends on 09/30/2022. Students may log in and take the test using their username and password shown below.

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bandley	shannon	00112	CFA23B24	QA government form	08/15/2022 5:44:04 PM	+	Session 1:Finished (Reactivate)	8/15/2022 5:58:52 PM	8/15/2022 5:59:38 PM	Invalidate	
Barton	Jody	9999912365	5CE36B63	QA government form	08/15/2022 5:44:04 PM	+	Session 1:Finished (Reactivate)	9/13/2022 9:29:36 PM	9/13/2022 9:30:05 PM	Invalidate	
Bates	AudreyTTS	123456658	225B4E4F	QA government form	08/15/2022 5:44:04 PM	+	Session 1:Finished (Reactivate)	9/20/2022 5:10:50 PM	9/20/2022 5:11:08 PM	Invalidate	
Beker	Ricky	121120171	CEB8A468	QA government form	08/15/2022 5:44:04 PM	+	Session 1:In Progress	8/15/2022 6:00:41 PM		Invalidate	Unlock
Demo	Kaelee	9999901010	3D8D387A	QA government form	08/15/2022 4:09:43 PM	+	Session 1:Finished (Reactivate)	8/15/2022 5:14:17 PM	8/15/2022 5:14:35 PM	Invalidate	
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Portal: Accommodations & Form Assignment



- Accommodated form is automatically assigned to students with accommodations.
- Must order accommodations and accessibility tools prior to scheduling students to take the test.
 - If missing of accommodations is caught before student logs in, assign accommodation, return to test session and click on *Add or Update Students* button.

Add or Update Students

Students have been added to the test session or received updated forms or accommodations. You must click the "Add or Update Students" button to generate new logins for these students.

Add or Update Students

 If missing of accommodations is caught after student logs in, invalidate test, assign accommodation, add student to new class and reschedule test.





Spanish Tests User Workflow



- Step 1: Identify Spanish Testers
- Step 2: Create Classes
 - Create a separate class for Spanish testers
- Step 3: Schedule Test Sessions
 - Distinctly different test from the English test
 - Test name "SPANISH 2025 Spring MCAP Government"
- Step 4: Select "Español" on Student Sign In page



Portal: Important Reminder 1



All test and student information will be cleared out from the MCAP Government and LS MISA Portal at the end of each test administration to provide a "clean slate" for the next testing administration!



Portal: Important Reminder 2



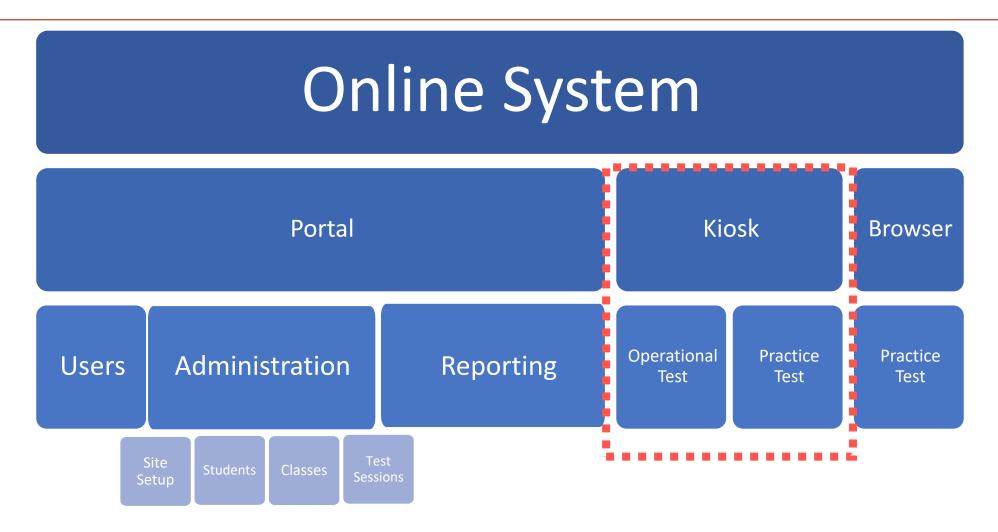
During the operational testing window, LACs and STCs can still manually

- add/edit students
- create/edit classes
- create/edit portal users













Kiosk: Overview



A secure test delivery platform, kiosk, is installed on each testing device (or the local network)

- Windows, MacOS, and Linux Kiosk
 - Available to download in Portal from <u>Sep 13, 2024</u>
- iPad and Chromebook Applications
 - No update to the apps; continue using from 2024-25 Winter administration or download directly from the App Stores
- TestMonitor Installer
 - No update to the installer; continue using from 2024-25 Winter administration or download directly from the Portal



Kiosk: Installation



Download Kiosk

Install kiosk on testing devices*

Conduct Site Readiness Testing

Certify Site

*Installation Options:

Manual installation, scripted installation, software distribution via group policy



Review Kiosk Installation Guide available at maryland.onlinehelp.cognia.org



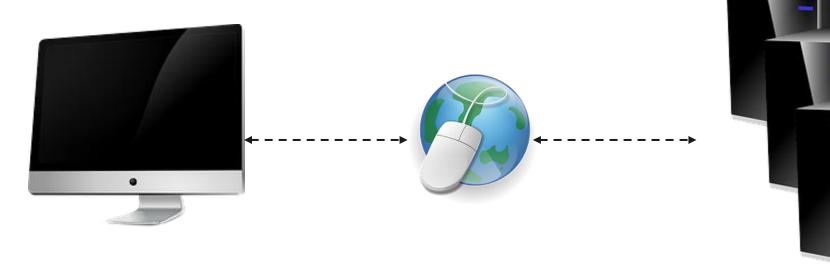


Kiosk: Internet Connectivity



Beginning of Test:

- Authenticate login
- Download test content*



End of Test:

Submit responses for scoring

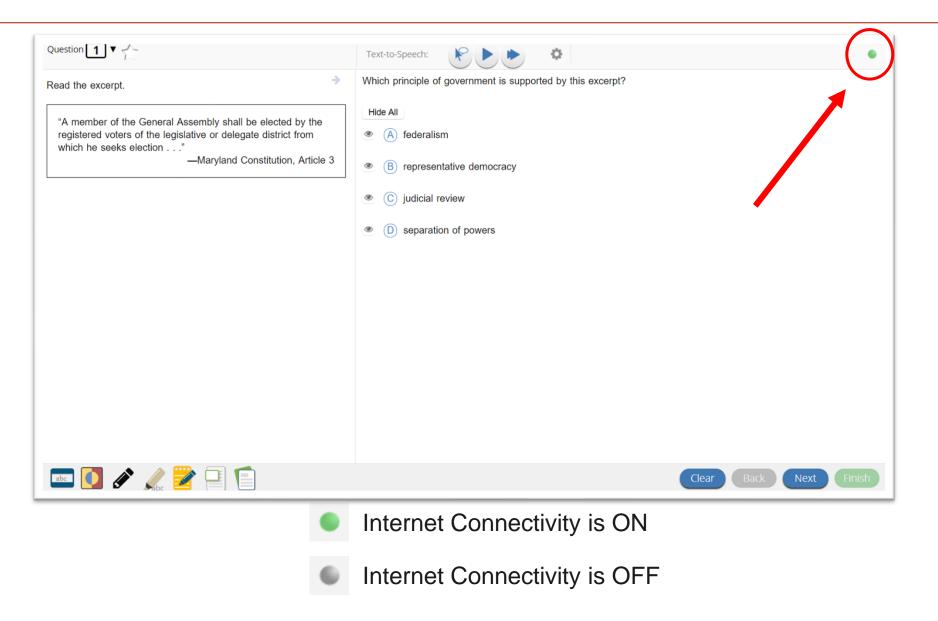




^{*} Fetched from TestMonitor or eMetric Servers

Kiosk: Checking Internet Connectivity

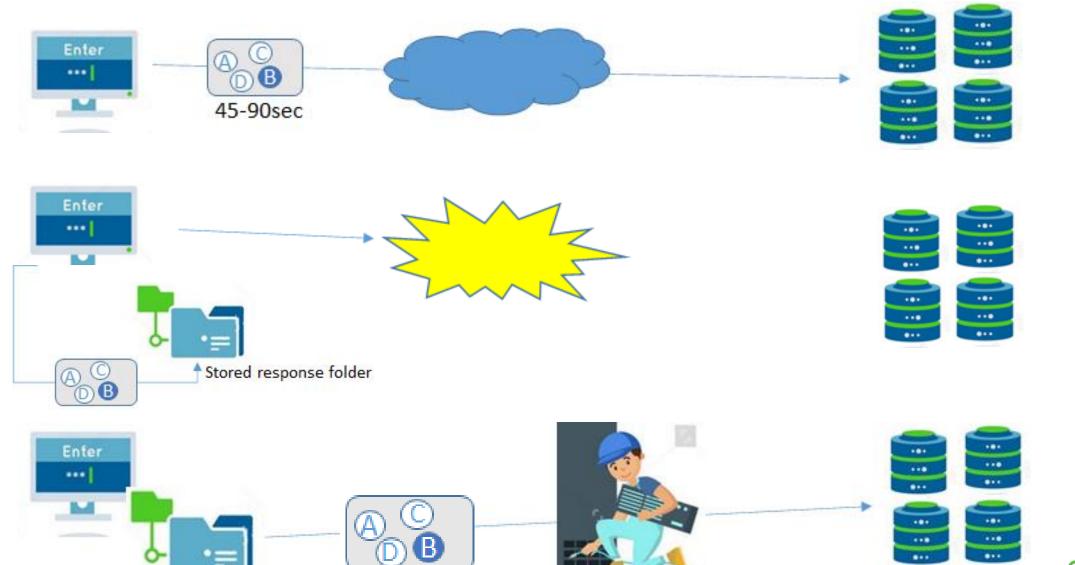






What happens if a student loses network connection in the middle of a test?



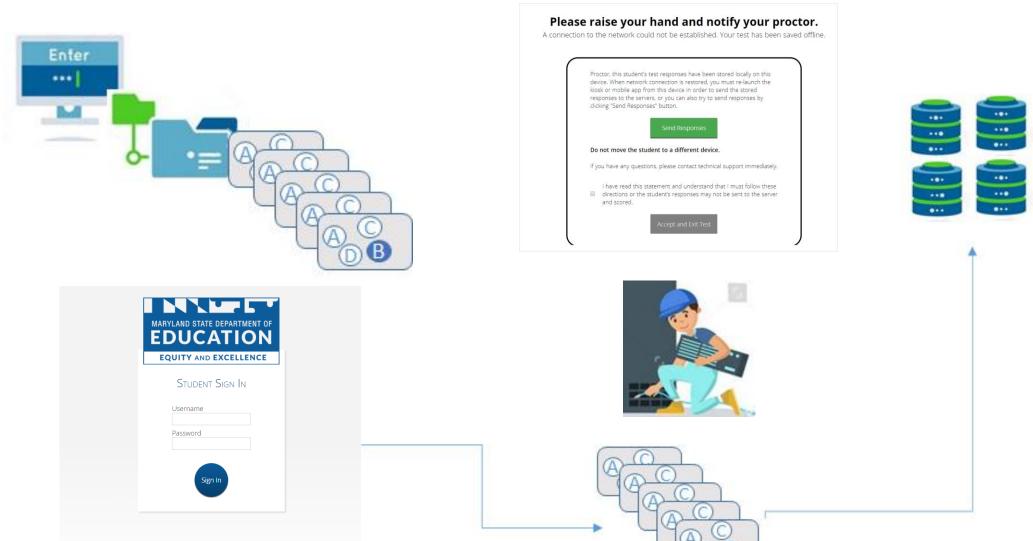






What if a student finishes a test but has no network connection?









Kiosk: Test Integrity



Loss of Network Connectivity Procedure Summary

- If a student loses network connectivity in the middle of a test:
 - Keep testing on that device
 - Test content and responses are stored securely on the test device
 - Responses will be sent when network is restored
- If student finishes and is ready to turn in test prior to network being restored:
 - Allow student to turn in test
 - Acknowledge the Offline Warning Message
 - Record the exact device the student is testing on
 - Ensure no network management tools or system maintenance will alter that devices files or configuration
 - When network connectivity is restored, return to that exact device and relaunch the kiosk
- If you are unsure of the status of the student responses, call the help desk



Kiosk: Tech Support Notes



- Do NOT move students to a new device when experiencing technical issues if the student has begun testing.
 - Only move once you are sure all responses synced to servers.
 Not sure? Call Technical Support.
 - **(866)** 207-8804
 - LSMISA.GovHelpDesk@cognia.org

Kiosk: Transcribing Responses



- A paper test-taker's responses <u>must be transcribed into an</u> <u>online test form in the MCAP Government and LS MISA</u> <u>kiosk during the test window</u>.
 - Braille testers
 - Large Print testers
 - Paper based testers (including Spanish PBT)
- Transcribing original responses into the kiosk will ensure timely reporting of student responses and incorporation of scores into final course grades.

Transcribing Responses User Workflow



- Step 1: Ensure student has finished testing
- Step 2: Verify/assign accommodations
- Step 3: Create classes
- Step 4: Schedule test sessions
- Step 5: Share student logins with the transcriber
- Step 6: Transcribe responses into the kiosk



Kiosk: Demo



- Logging in a Kiosk
- Options page Only for students with accommodations
- Directions page
- Item page
- Submitting a test in Kiosk



Kiosk: Proctor Password



- Students who are inactive longer than 20 minutes or had their device powered down will require a proctor password to resume testing that session
- Proctor password found on the Administration home page for LACs and STCs

Proctor password for Blue Elementary School (Blue District) 2BFE73D7			
Proctor Pa	assword		



Passwords



Type of Password	Utilization	Entered By
Student Password	Used to log the student into the test	Student
Session Access Code	Used to log the student into the session of the test	Student
Proctor Password**	Used to log the student into the appropriate session of the test if the student powered down the device, and needs to resume the session, or if student is inactive for more than an hour	Proctor

^{**} Proctor password <u>must</u> be kept confidential.





Online Practice Tests



https://lsmisagovpracticetest.cognia.org

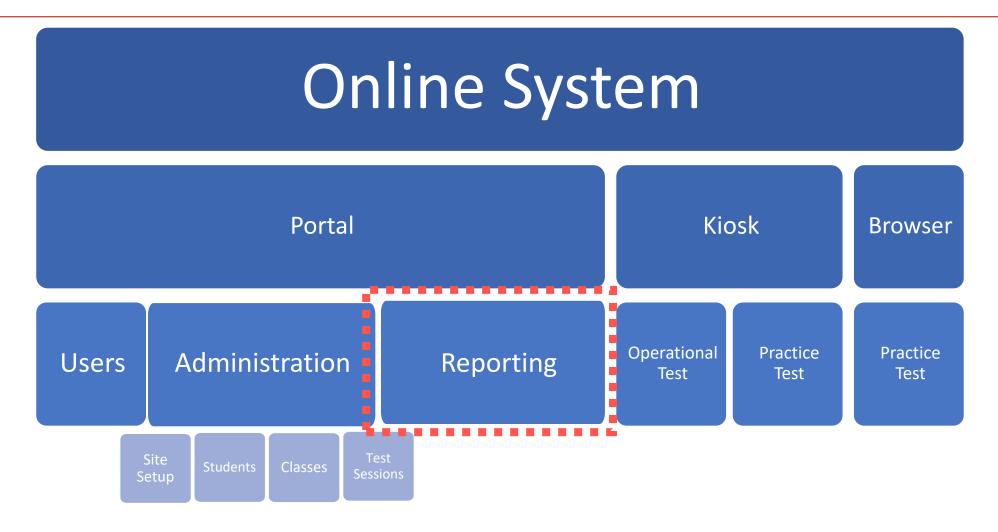
- The Practice Test <u>can</u> be taken on a browser or with the kiosk or mobile apps
- If a student needs magnification tool, they <u>must</u> use the kiosk
- Students should take the practice tests on the devices to be used for testing
- Students will no longer need a username and password to access the practice tests.





Online Testing System









Reporting: Getting Started



The Online Reporting for Spring 2025 Administration will be available via the MCAP Government and LS MISA Portal

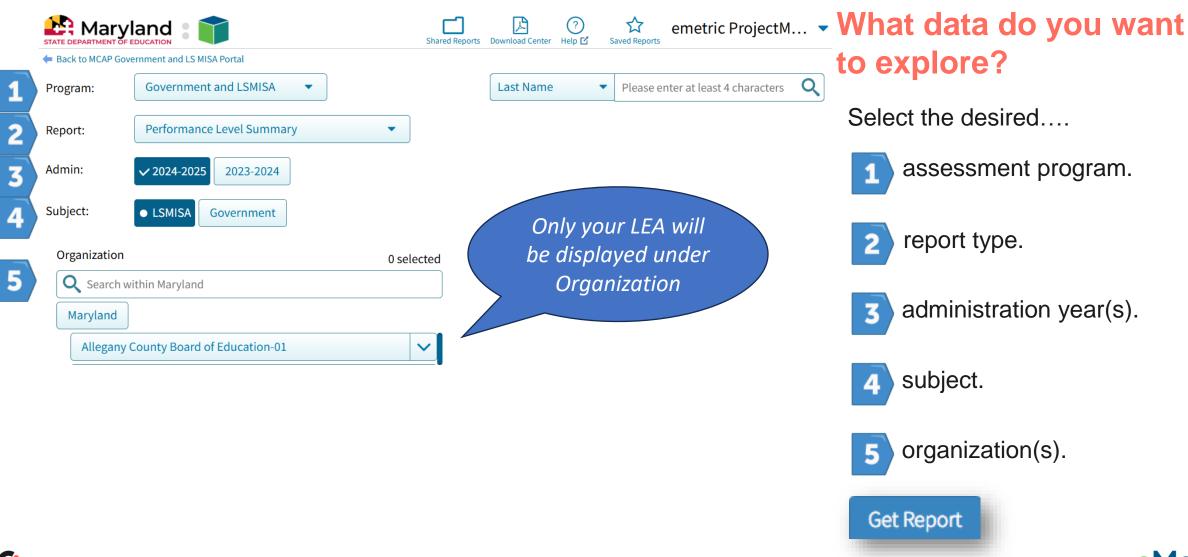
- Authorized users can log in at https://lsmisagovportal.cognia.org/ with their portal username and password.
- Local Accountability Coordinator (LACs), School Test Coordinator (STCs), and Report Access Only (RAOs) will have access to reporting.





Reporting: Getting Started









Reporting: Dynamic Reports Available



- During the administration window ("Rolling Reporting")
 - Roster View
 - Data Tools
 - Summary Statistics Tables
 - Frequency Distributions
 - Cross-Tabular Reports
- After the administration window ("Final Reporting")
 - Summary Views
 - Performance Level Summary
 - Performance Level Summary By Window
 - Roster View
 - Data Tools
 - Summary Statistics Tables
 - Frequency Distributions
 - Cross-Tabular Reports



Reporting: Static PDF Reports Available



- Available after the administration window ("Final Reporting") under Download Center
- Based on your role, reports will be available to download
- Static PDF Reports
 - LEA Summary of Schools
 - LEA Performance Level Summary
 - School Performance Level Summary
 - Student Roster
 - Student Labels
 - Student Report

LACs

STCs



Any Questions?





Paper Based Testing

- Paper Accommodations
- Receiving Paper Materials
- Ordering Additional Materials
- Returning Materials
- Scheduling UPS Pick-up Request



Paper Accommodation



- Need a documented IEP, 504, EL plan or approval from MSDE for paper materials.
- Paper materials are automatically ordered with the submission of the 1st Pre-ID file*.
- Additional Materials can be ordered April 14, 2025 May 23, 2025.

Receiving Materials

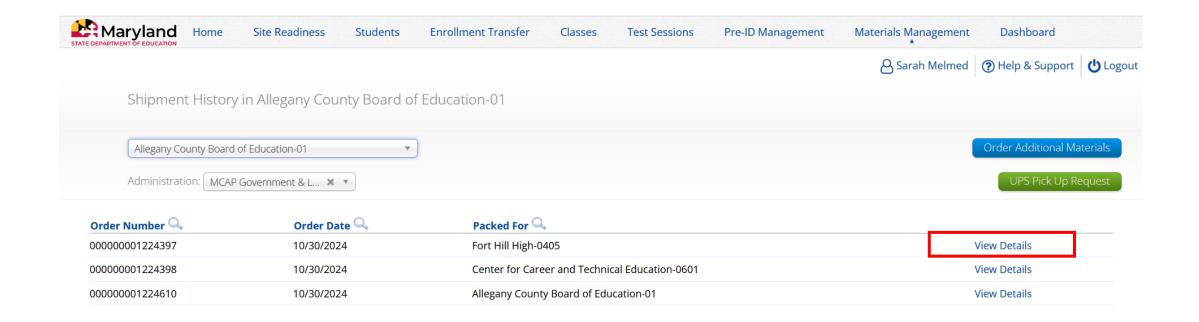


- Ensure that you received all your materials.
- Discrepancy? Call the Maryland Help Desk at (866) 207-8804.
- Track your orders on the Maryland Government and Life Science Portal.



Materials Management



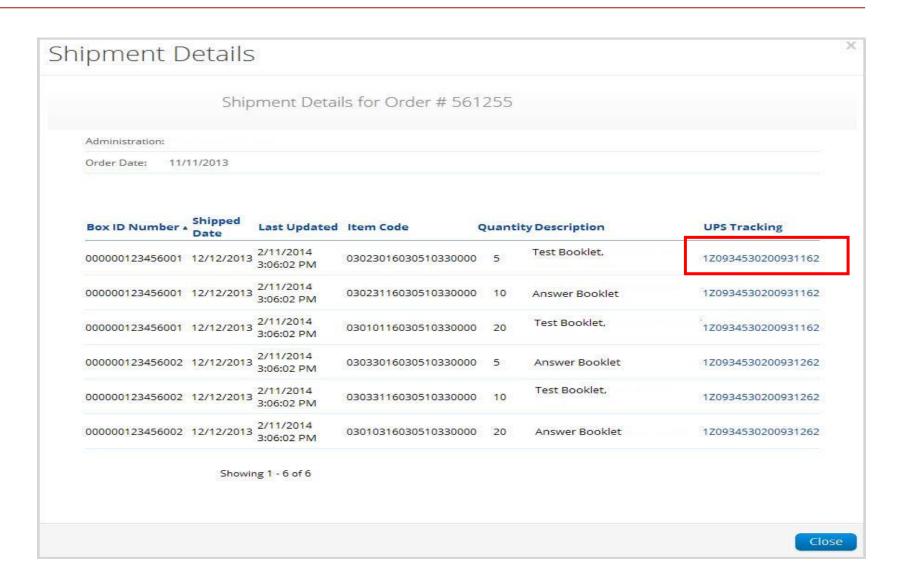














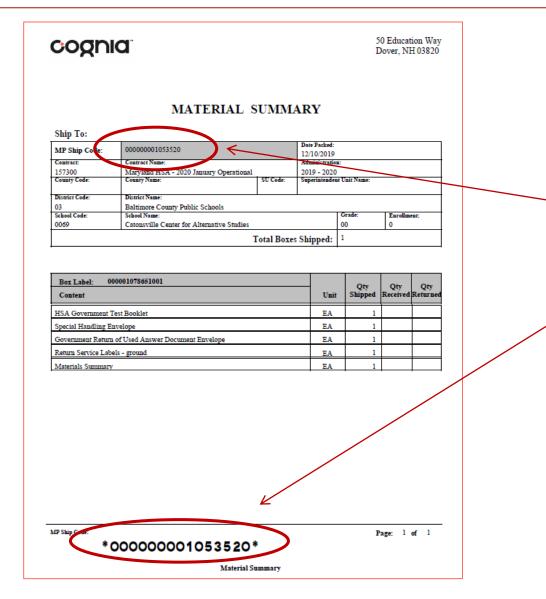


Materials Management

Additional Materials



Both MP
Ship codes
(Manuals or
Test
Material
Shipment)
will work.

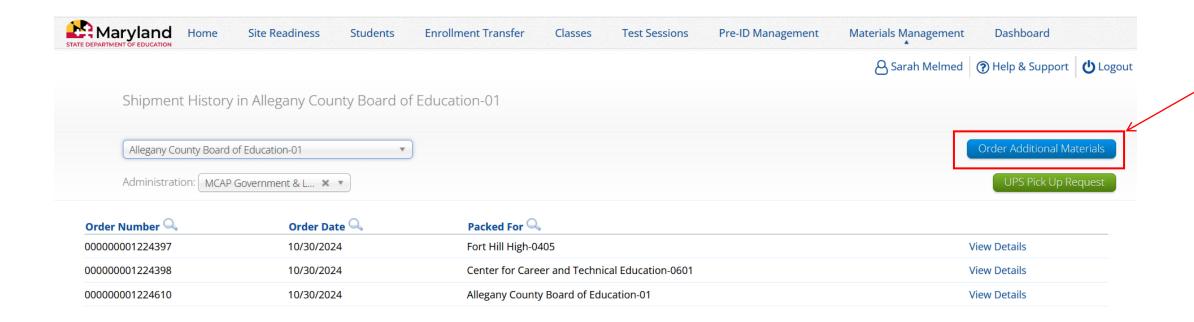


MP Ship Code







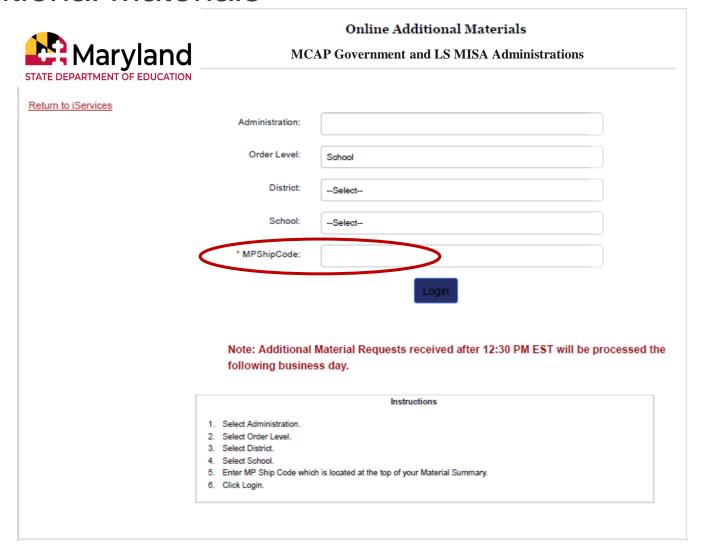








Materials Management









Maryland STATE DEPARTMENT OF EDUCATION

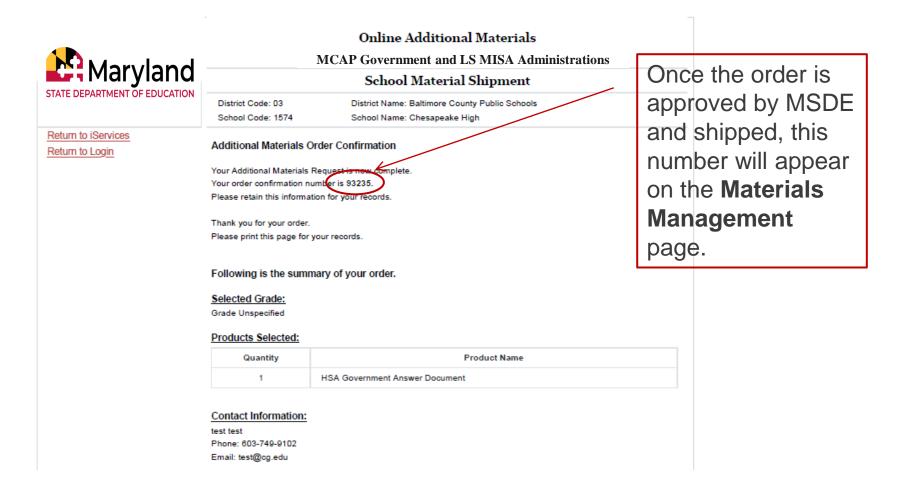
Maryland Maryland	MCAP Government and LS MISA Administrations Maryland HSA 2021 Administrations			
STATE DEPARTMENT OF EDUCATION	School Material Shipment			
	District Code: 03 School Code: 1574	District Name: Baltimore County Public Schools School Name: Chesapeake High		
Return to iServices	Select Grade:			
Return to Login Instructions	Grade Unspecified			
	Contact Information:			
	* First Name:			
	Middle Initial:			
	* Last Name:			
	* Phone:	XXX-XXX-XXXX		
	* Email:			
	Available Products			
	Quantity	Product Name		
		Government Return of Used Answer Document Envelope		
		HSA Government Answer Document		
		HSA Government Braille Test Kit		
		HSA Government Large Print Test Kit		
		HSA Government Test Booklet		
		HSA Science Answer Document		













Returning Materials

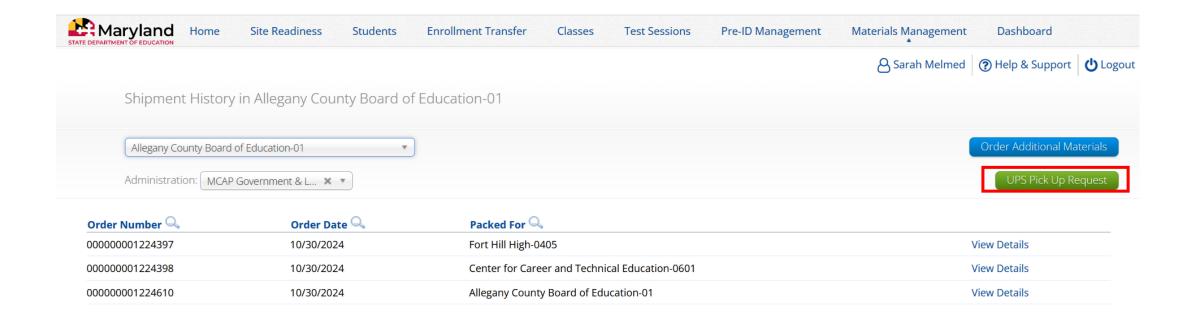


- Use the boxes that were sent to you.
- UPS return labels are included in your shipment.
- White Tyvek envelopes (Used Answer Sheets Envelope, Special Handling Envelope)
- Unused Answer Sheets (different each administration)
- Used and Unused Test Books*
- Other test materials

^{*}Ensure that student responses have been transcribed into the kiosk prior to returning test booklets to Cognia

Materials Management





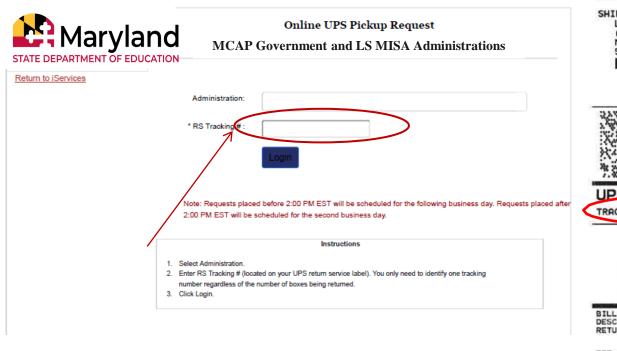




Materials Management



Scheduling a UPS Pickup



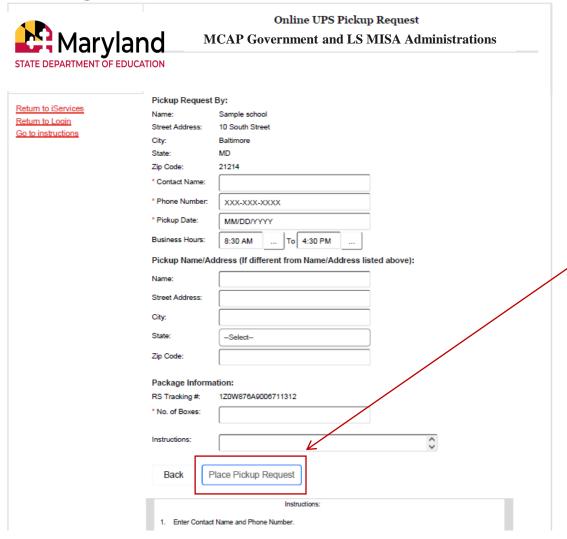








Scheduling a UPS Pickup



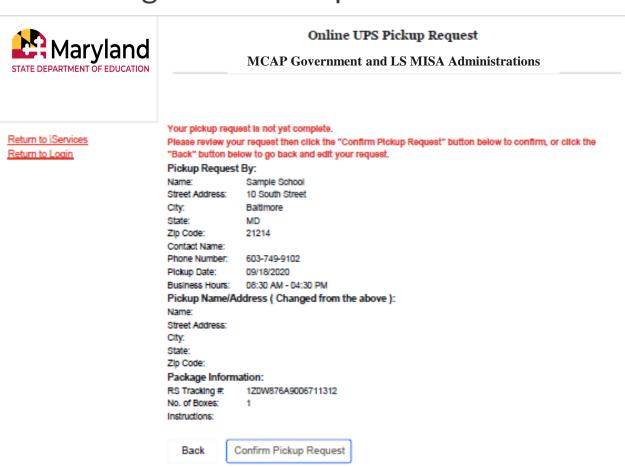
- Your tracking number will automatically pull in your shipping information.
- Fill out any other necessary information
- Click on the Place
 Pickup Request button
 to schedule







Scheduling a UPS Pickup



Make sure to review the pickup request one more time on the Confirmation Screen.

You will need to click the button **Confirm Pickup Request** to complete the schedule request





Manuals

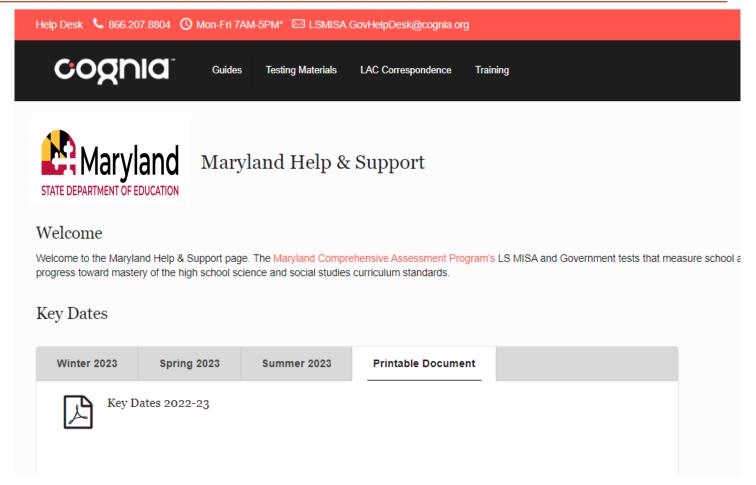
- Manuals are located on the Help and Support Site
 - https://maryland.onlinehelp.cognia.org
 - Guides > MSDE Manuals
 - Test Coordinator Manual (TCM)
 - Test Administrator Manuals (TAM)
 - Spanish Scripts







Maryland Help & Support Site



https://maryland.onlinehelp.cognia.org/



Have Additional Questions?

- Cognia Technical Product Support (866) 207-8804 or LSMISA.GovHelpDesk@cognia.org
- Help & Support Site maryland.onlinehelp.cognia.org







Cognia is a global nonprofit that has the knowledge to help schools improve outcomes for all learners.