



# MCAP Government and LS MISA LEA24 Spring Administration Training

February 11, 2025

# AGENDA

Time	Topics
9:00am – 9:05am	<b>Welcome, Introductions, Norms</b>
9:05am – 9:30am	<b>Test Security (MSDE)</b>
9:30am – 10:00am	<b>Spring 2025 Test Window in detail</b> <ul style="list-style-type: none"><li>➤ What's new?</li><li>➤ Homeschool Testers</li><li>➤ Key Dates</li></ul>
10:00am – 10:05am	<i>Break</i>
10:05am – 10:45am	<b>Computer Based Testing with the Online System</b> <ul style="list-style-type: none"><li>➤ MCAP Government and LS MISA Portal</li><li>➤ MCAP Government and LS MISA Kiosk</li><li>➤ Overview of Data Interaction</li></ul>
10:45am – 11:00am	<b>Paper Based Testing</b> <ul style="list-style-type: none"><li>➤ Accommodations</li><li>➤ Additional Materials</li><li>➤ UPS Pickup</li></ul> <b>Support Materials</b> <ul style="list-style-type: none"><li>➤ Maryland Help and Support Site</li></ul>
11:00am	<b>Wrap Up</b>

# Staff Introductions

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## 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?

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- 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

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- 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

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- When will you receive student results?
  - 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

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- All paper based test responses must 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

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- 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.



# Spring 2025 Administration: April 28, 2025 – May 30, 2025

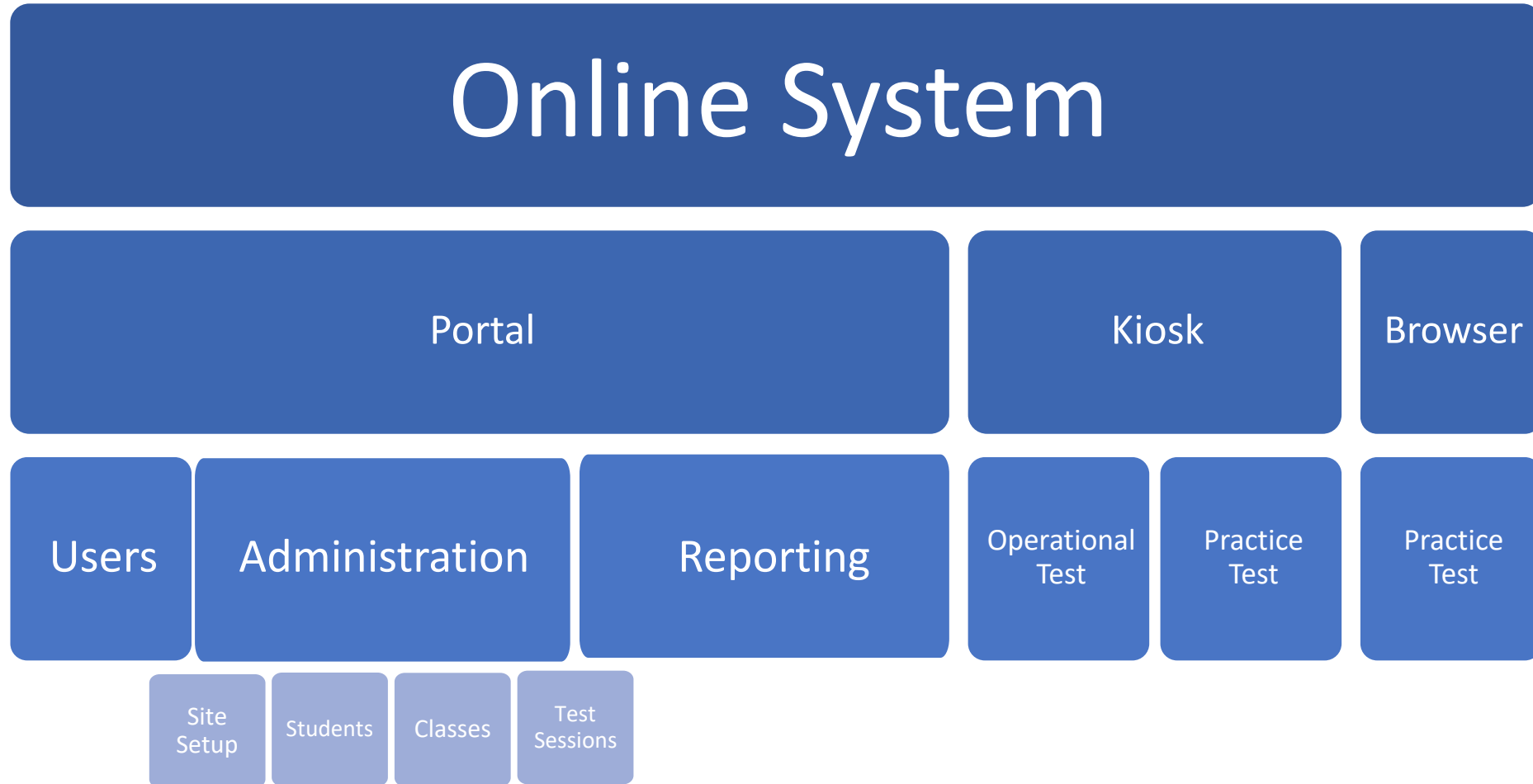
Date	Task
February 2025	<ul style="list-style-type: none"><li>• LAC Training (Virtual)</li><li>• LEA 24 Training (Virtual)</li><li>• Tech Coordinator</li></ul>
March 3 – 14, 2025	<ul style="list-style-type: none"><li>• 1<sup>st</sup> Pre-ID Window (orders pre-printed student ID labels for PBT)</li></ul>
April 14 – 18, 2025	<ul style="list-style-type: none"><li>• 2<sup>nd</sup> Pre-ID Window</li></ul>
April 14, 2025	<ul style="list-style-type: none"><li>• Manuals and Test Materials arrive in schools and LEAs</li></ul>
April 14 – May 23, 2025	<ul style="list-style-type: none"><li>• Additional Materials Ordering Window</li></ul>
April 28 - May 30, 2025	<ul style="list-style-type: none"><li>• Test Window</li></ul>
May 9 – June 17, 2025	<ul style="list-style-type: none"><li>• Individual Student Results available in Data Interaction</li></ul>
May 30, 2025	<ul style="list-style-type: none"><li>• Final UPS Pickup</li></ul>

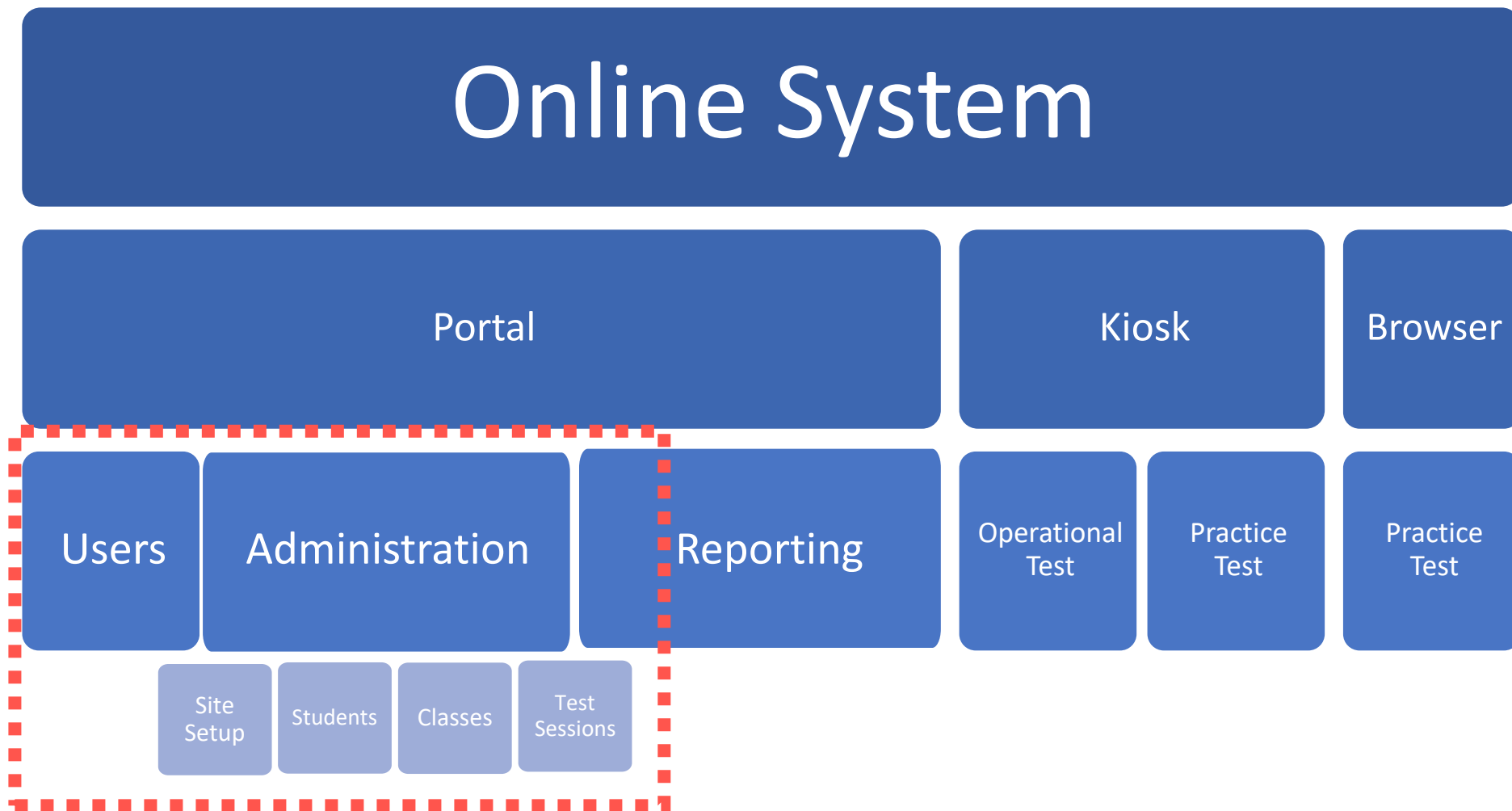
# Spring 2025 Administration: April 28, 2025 – May 30, 2025

Date	Task
June 24 - 30, 2025	<ul style="list-style-type: none"><li>• Student Results Files with LEAs for correction</li></ul>
July 24, 2025	<ul style="list-style-type: none"><li>• Final Student Results Files available for LEAs</li></ul>
July 28, 2025	<ul style="list-style-type: none"><li>• PDF Student Reports and Labels available in Data Interaction</li></ul>
August 20, 2025	<ul style="list-style-type: none"><li>• Printed ISRs and Labels arrive in LEAs and Schools</li></ul>

*Break*

# Online Testing System





# Portal: Getting Started

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- 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

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- 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 MarylandProgramManagementTeam@cognia.org.
    - 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)	<ul style="list-style-type: none"><li>• Before &amp; During Operational Testing:<ul style="list-style-type: none"><li>• Manage portal users</li><li>• Upload student Pre-ID data</li><li>• Add additional students after Pre-ID window</li><li>• Request and approve student transfers in the Enrollment Transfer screen</li><li>• Edit student data and additional accessibility features/accommodations after Pre-ID window</li><li>• Create classes (proctoring groups)</li><li>• Schedule tests</li><li>• Track paper materials</li><li>• Approve TestMonitor Activations*</li></ul></li><li>• During Operational Testing<ul style="list-style-type: none"><li>• Manage and monitor student testing</li><li>• Review Dashboard</li><li>• Reactivate tests</li><li>• Invalidate tests</li><li>• View Roster Reports</li></ul></li><li>• After Testing<ul style="list-style-type: none"><li>• Schedule UPS pick-up requests</li><li>• View Summary Reports</li></ul></li></ul>

\*Optional

# Portal: Roles & Responsibilities

Role	Responsibilities
School Test Coordinator (STC)	<ul style="list-style-type: none"><li>• Before &amp; During Operational Testing:<ul style="list-style-type: none"><li>• Manage portal users</li><li>• Upload student Pre-ID data</li><li>• Add additional students after Pre-ID window</li><li>• Edit student data and additional accessibility features/accommodations after Pre-ID window</li><li>• Manage student transfers within your LEA</li><li>• Create classes (proctoring groups)</li><li>• Schedule tests</li><li>• Track paper materials</li><li>• Approve TestMonitor Activations*</li></ul></li><li>• During Operational Testing:<ul style="list-style-type: none"><li>• Manage and monitor student testing</li><li>• Review Dashboard</li><li>• Reactivate tests</li><li>• View Roster Reports</li></ul></li><li>• After Operational Testing:<ul style="list-style-type: none"><li>• Generate Test Status Export</li><li>• Schedule UPS pick-up requests</li><li>• View Summary Reports</li></ul></li></ul>

\*Optional

# Portal: Roles & Responsibilities

Role	Responsibilities
Report Access Only (RAO)	<ul style="list-style-type: none"><li>• During Operational Testing:<ul style="list-style-type: none"><li>• View Roster Reports</li></ul></li><li>• After Operational Testing:<ul style="list-style-type: none"><li>• View Roster Reports</li><li>• View Summary Reports</li><li>• View static PDFs</li></ul></li></ul>

# What's new for Spring 2025?

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## 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 **20 minutes**.
  - 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

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- Pre-ID files can only be updated during the Pre-ID windows
- 1<sup>st</sup> Pre-ID window for Spring 2025: **Mar 3 – 14, 2025**
- 2<sup>nd</sup> 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	-

\*The dates provided are applicable for Spring 2025 administration only.

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



# Portal: Reactivating a Test

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- 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

## Test Sessions

« Back

**District:** Blue District  
**Administration:** HSA Admin  
**Class:** DemoClass-Government (GOV)  
**Test Name:** QA Test\_ UAT Insight  
**Testing Window:** 08/15/2022 to 09/30/2022

**School :** Blue Elementary School  
**Content Area:** Government

**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

Invalidate

<input type="checkbox"/>	Last Name	First Name	Username	Password	Form Name	Date/Time Created	Test Report Code	Status		Date/Time Started	Date/Time Completed	
<input type="checkbox"/>	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
<input type="checkbox"/>	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
<input type="checkbox"/>	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
<input type="checkbox"/>	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
<input type="checkbox"/>	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
<input type="checkbox"/>	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
<input type="checkbox"/>	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

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- 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

## Test Sessions

« Back

**District:** Blue District  
**Administration:** HSA Admin  
**Class:** DemoClass-Government (GOV)  
**Test Name:** QA Test\_ UAT Insight  
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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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<input type="checkbox"/>	Last Name	First Name	Username	Password	Form Name	Date/Time Created	Test Report Code	Status	Date/Time Started	Date/Time Completed	
<input type="checkbox"/>	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
<input type="checkbox"/>	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
<input type="checkbox"/>	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
<input type="checkbox"/>	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
<input type="checkbox"/>	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
<input type="checkbox"/>	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
<input type="checkbox"/>	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: 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

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- 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

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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!

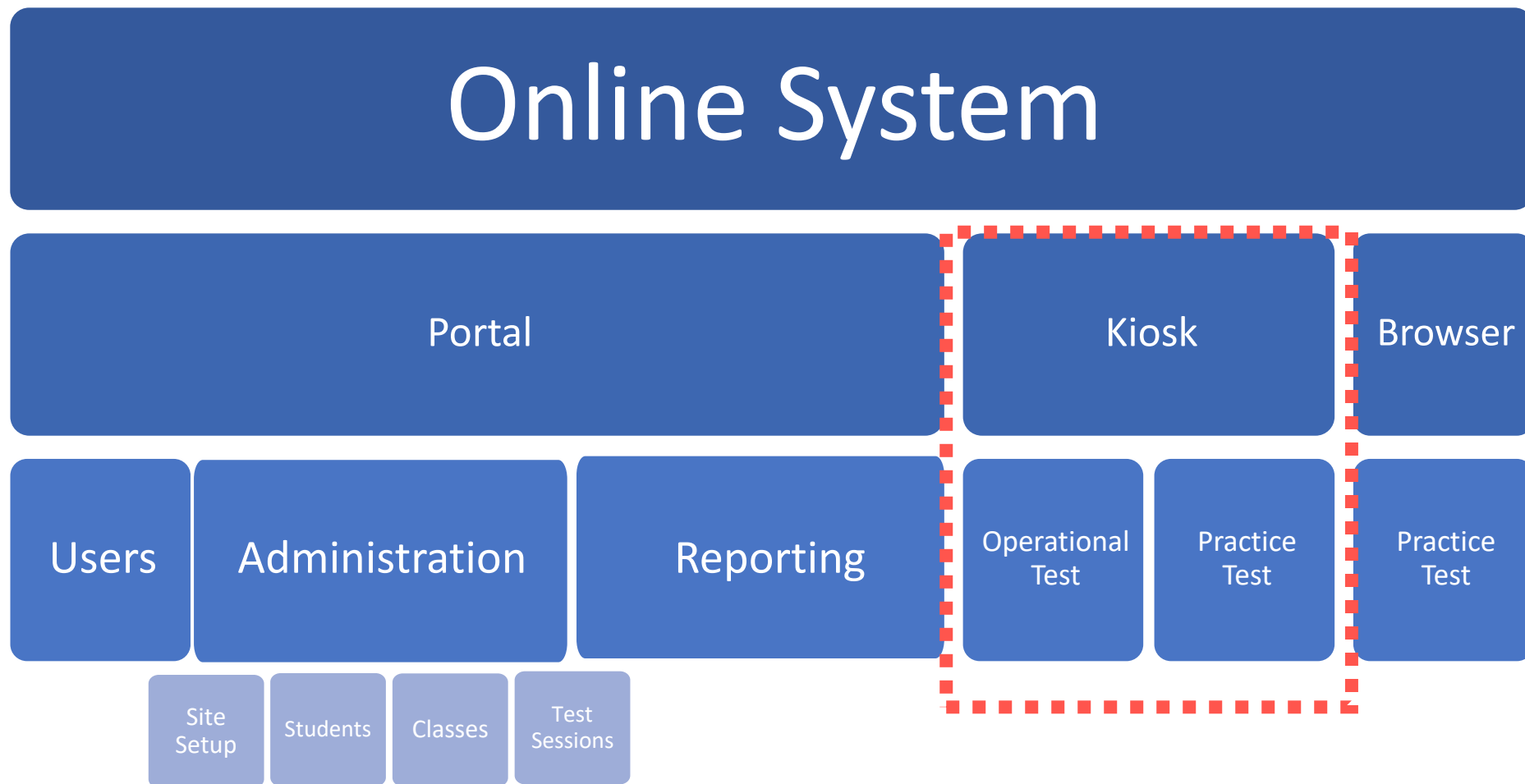
# Portal: Important Reminder 2

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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 Sep 13, 2024
- 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

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Download Kiosk

Install kiosk on testing devices\*

Conduct Site Readiness Testing

Certify Site

**\*Installation Options:**

Manual installation, scripted installation, software distribution via group policy

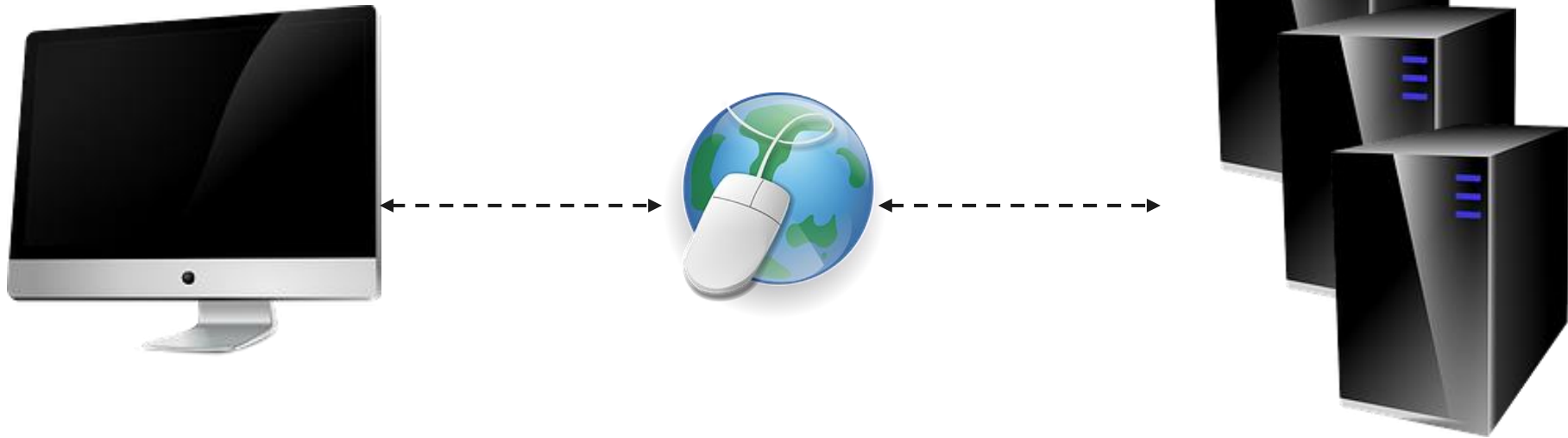


Review Kiosk Installation Guide available at  
[maryland.onlinehelp.cognia.org](https://maryland.onlinehelp.cognia.org)

# Kiosk: Internet Connectivity

## Beginning of Test:

- Authenticate login
- Download test content\*

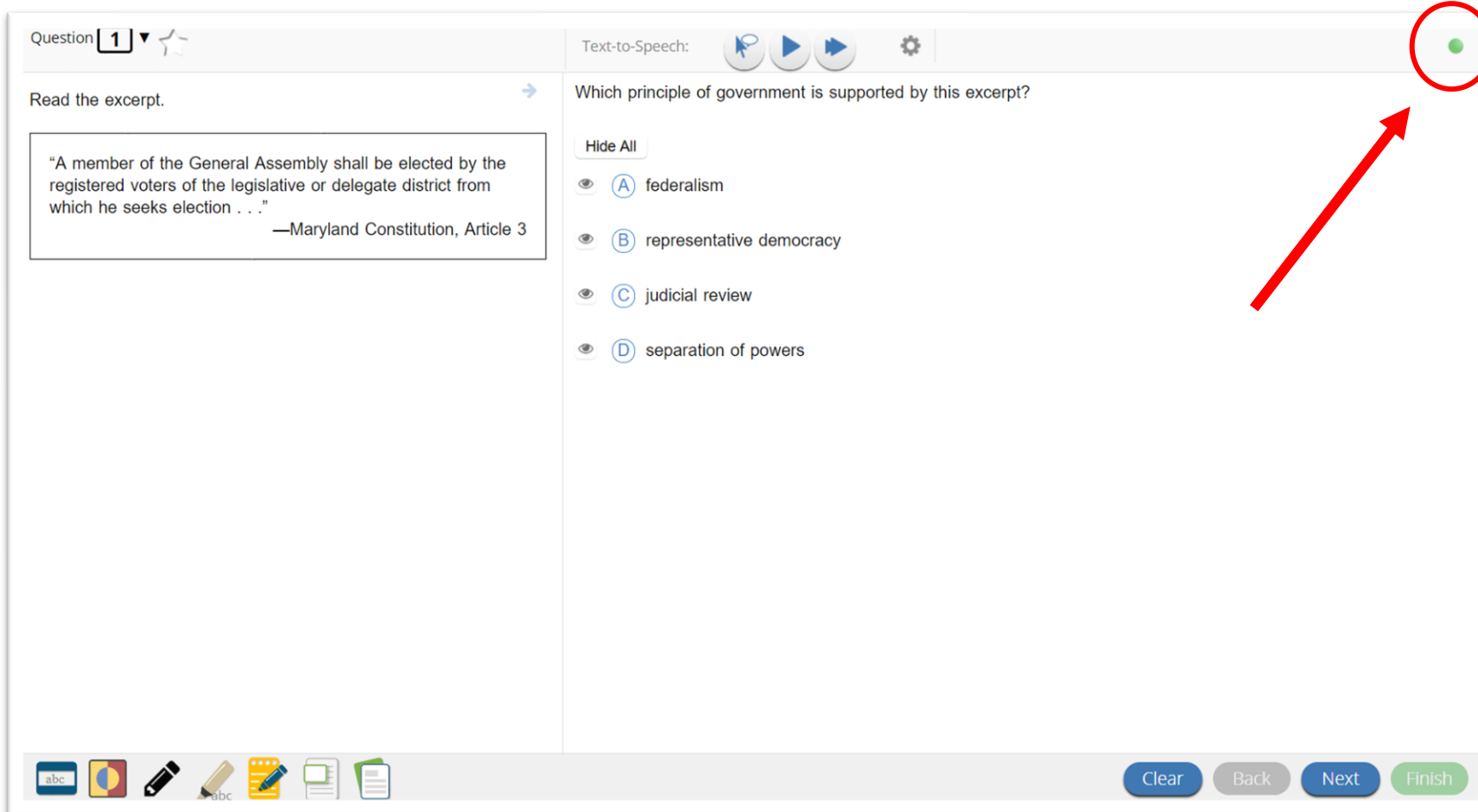


## End of Test:





- Submit responses for scoring

\* Fetched from TestMonitor or eMetric Servers

# Kiosk: Checking Internet Connectivity



Question **1** ▼ ☆





Text-to-Speech:    








Read the excerpt. →

"A member of the General Assembly shall be elected by the registered voters of the legislative or delegate district from which he seeks election . . ."  
—Maryland Constitution, Article 3

Which principle of government is supported by this excerpt?

Hide All

-  **(A)** federalism
-  **(B)** representative democracy
-  **(C)** judicial review
-  **(D)** separation of powers

abc       

Clear Back Next Finish

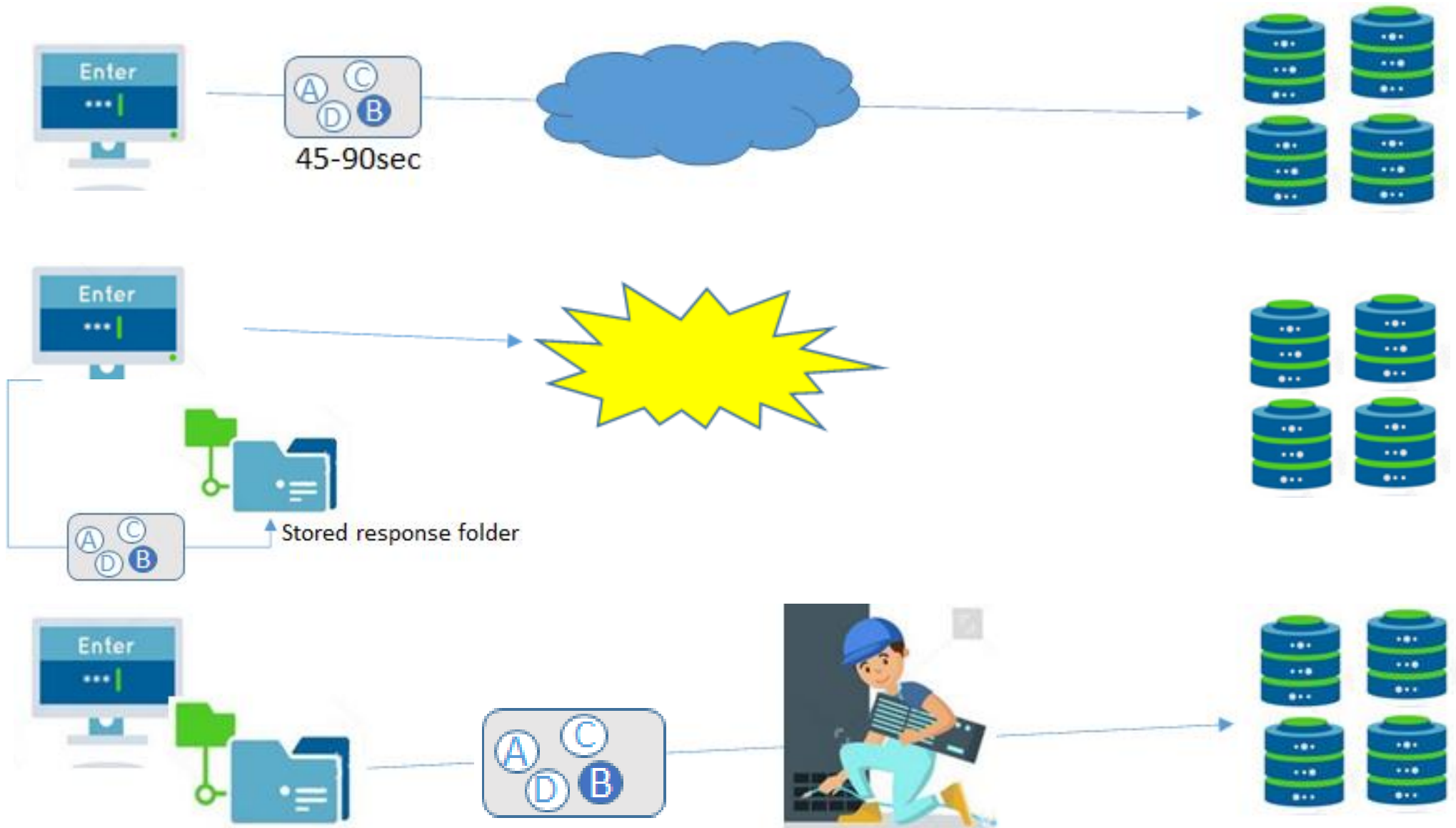


Internet Connectivity is ON

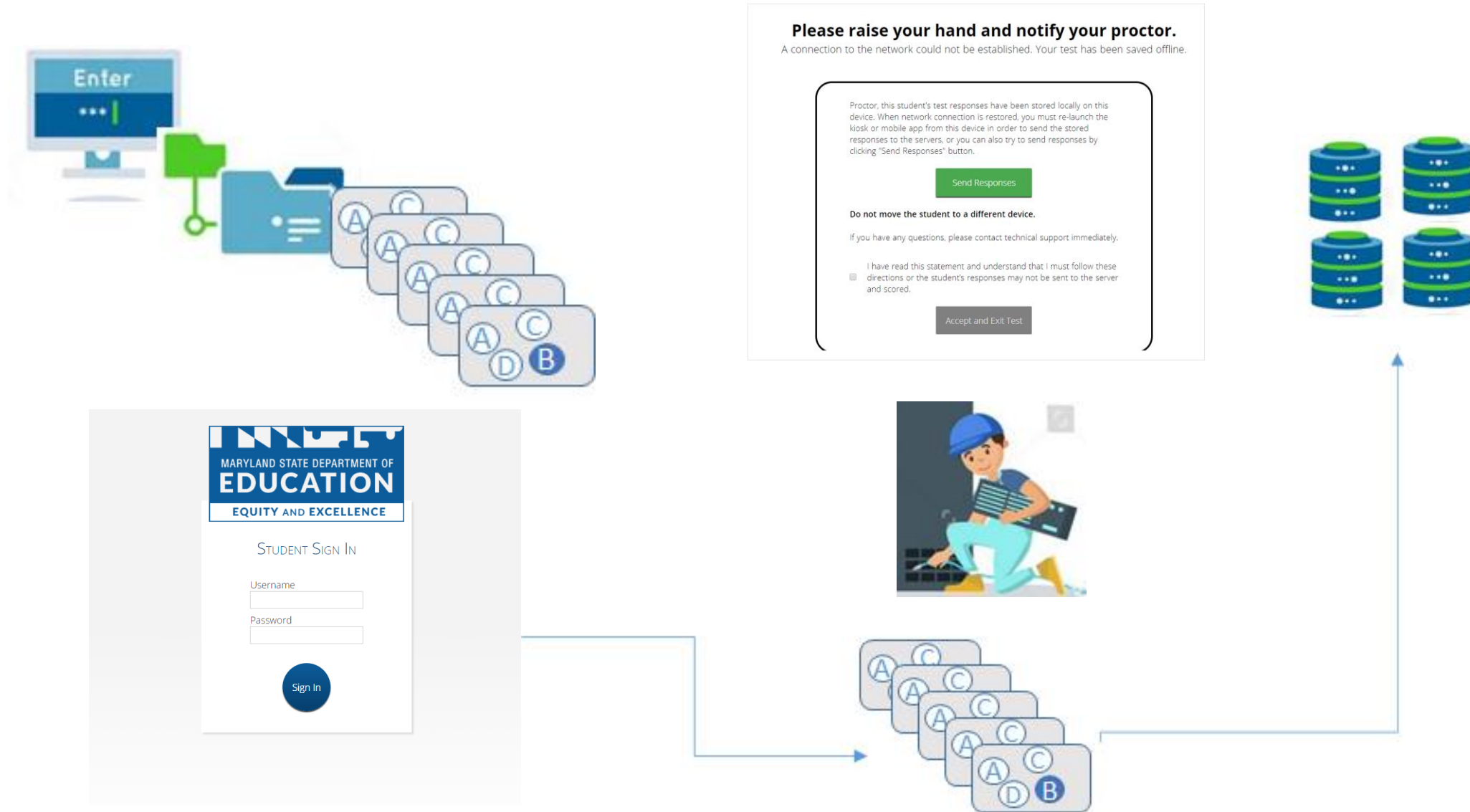


Internet Connectivity is OFF

*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?



## 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

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- 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](mailto:LSMISA.GovHelpDesk@cognia.org)

# Kiosk: Transcribing Responses

- A paper test-taker's responses **must be transcribed into an online test form in the MCAP Government and LS MISA kiosk during the test window.**
  - 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

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- 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

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- 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 Password

# Passwords

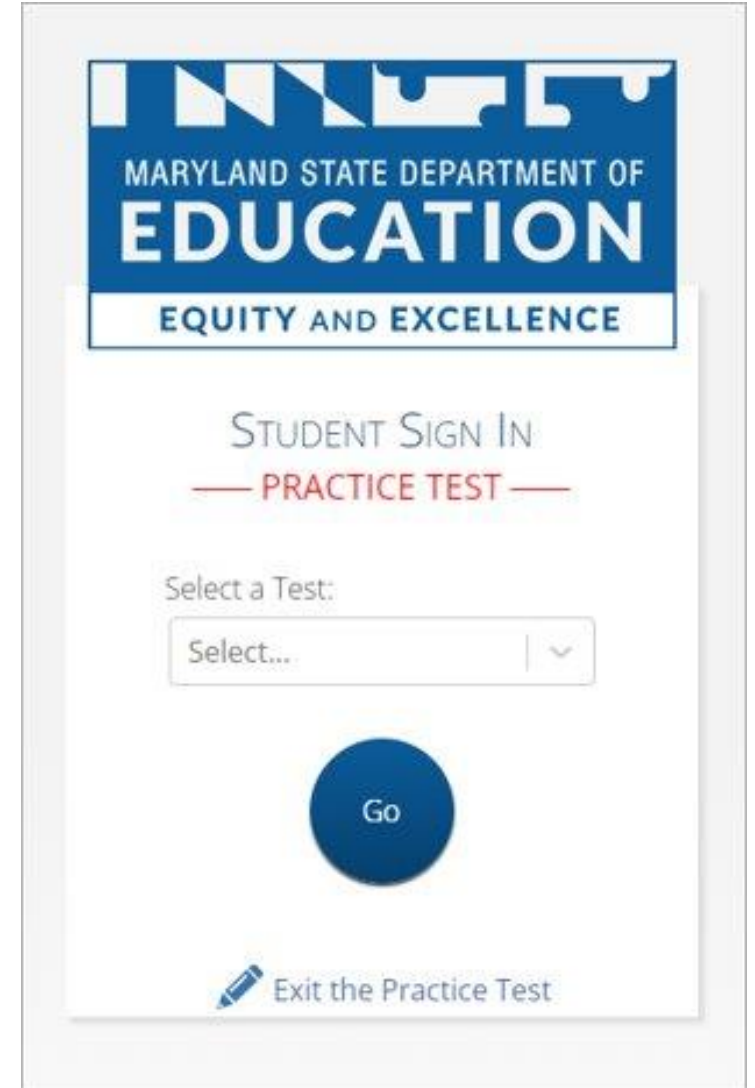
Type of Password	Utilization	Entered By
Student Password	Used to log the student into the test	Student
Session Access Code	Used to log the student into the session of the test	Student
Proctor Password**	Used to log the student into the appropriate session of the test if the student powered down the device,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

\*\* Proctor password must be kept confidential.

# Online Practice Tests

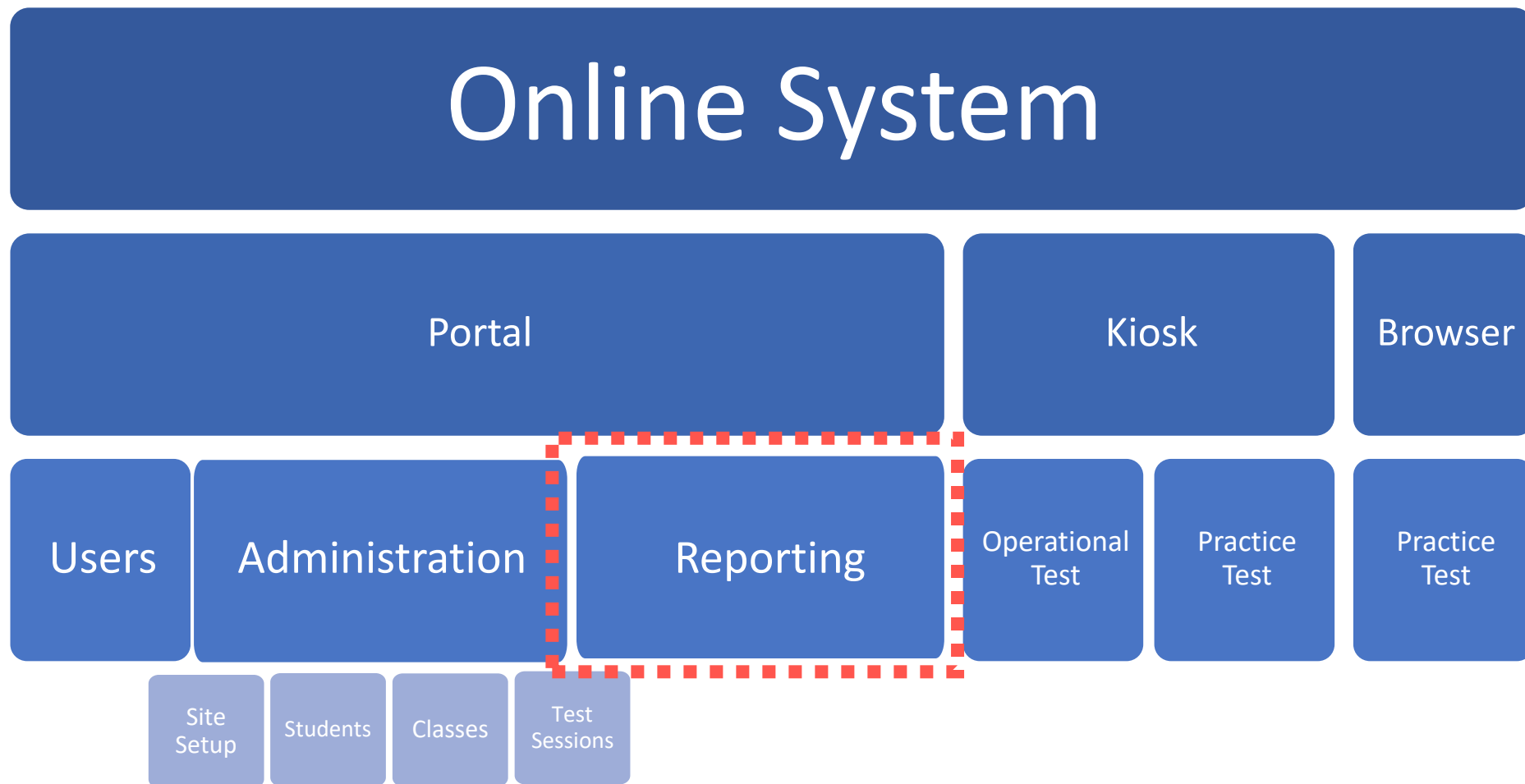
<https://lsmisagovpracticetest.cognia.org>

- The Practice Test can be taken on a browser or with the kiosk or mobile apps
- If a student needs magnification tool, they must 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.



The screenshot shows the 'STUDENT SIGN IN — PRACTICE TEST —' interface. At the top is the Maryland State Department of Education logo with the tagline 'EQUITY AND EXCELLENCE'. Below the header, the text 'STUDENT SIGN IN' is followed by '— PRACTICE TEST —'. A 'Select a Test:' label is positioned above a dropdown menu that currently displays 'Select...'. A large blue circular button with the text 'Go' is centered below the dropdown. At the bottom of the screen, there is a link with a pencil icon and the text 'Exit the Practice Test'.

# 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

[Back to MCAP Government and LS MISA Portal](#)

1

Program:

Government and LSMISA ▾

2

Report:

Performance Level Summary ▾

3

Admin:

✓ 2024-2025

2023-2024

4

Subject:

● LSMISA

Government

5

Organization

0 selected

Search within Maryland

Maryland

Allegany County Board of Education-01 ▾

Last Name ▾

Please enter at least 4 characters 🔍

*Only your LEA will  
be displayed under  
Organization*

**What data do you want  
to explore?**

Select the desired....

- 1 assessment program.
- 2 report type.
- 3 administration year(s).
- 4 subject.
- 5 organization(s).

Get Report

# 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

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

# Paper Accommodation

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


# Receiving Materials

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- 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



HomeSite ReadinessStudentsEnrollment TransferClassesTest SessionsPre-ID ManagementMaterials ManagementDashboard

Sarah MelmedHelp & SupportLogout

Shipment History in Allegany County Board of Education-01

Allegany County Board of Education-01

Order Additional Materials

Administration: MCAP Government & L...

UPS Pick Up Request

Order Number	Order Date	Packed For	
000000001224397	10/30/2024	Fort Hill High-0405	View Details
000000001224398	10/30/2024	Center for Career and Technical Education-0601	View Details
000000001224610	10/30/2024	Allegany County Board of Education-01	View Details

# Materials Management

Shipment Details						
Shipment Details for Order # 561255						
Administration:						
Order Date: 11/11/2013						
Box ID Number	Shipped Date	Last Updated	Item Code	Quantity	Description	UPS Tracking
000000123456001	12/12/2013	2/11/2014 3:06:02 PM	03023016030510330000	5	Test Booklet,	1Z0934530200931162
000000123456001	12/12/2013	2/11/2014 3:06:02 PM	03023116030510330000	10	Answer Booklet	1Z0934530200931162
000000123456001	12/12/2013	2/11/2014 3:06:02 PM	03010116030510330000	20	Test Booklet,	1Z0934530200931162
000000123456002	12/12/2013	2/11/2014 3:06:02 PM	03033016030510330000	5	Answer Booklet	1Z0934530200931262
000000123456002	12/12/2013	2/11/2014 3:06:02 PM	03033116030510330000	10	Test Booklet,	1Z0934530200931262
000000123456002	12/12/2013	2/11/2014 3:06:02 PM	03010316030510330000	20	Answer Booklet	1Z0934530200931262
Showing 1 - 6 of 6						
Close						

# Materials Management

## Additional Materials

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

**cognia** 50 Education Way  
Dover, NH 03820

**MATERIAL SUMMARY**

Ship To:

MP Ship Code:	000000001053520	Date Packed:	12/10/2019
Contract:	Contract Name:	Administration:	
157300	Maryland HSA - 2020 January Operational	2019 - 2020	
County Code:	County Name:	SU Code:	Superintendent Unit Name:
District Code:	District Name:		
03	Baltimore County Public Schools		
School Code:	School Name:	Grade:	Enrollment:
0069	Catonsville Center for Alternative Studies	00	0
Total Boxes Shipped:		1	

Box Label:	Unit	Qty Shipped	Qty Received	Qty Returned
000001078651001				
Content				
HSA Government Test Booklet	EA	1		
Special Handling Envelope	EA	1		
Government Return of Used Answer Document Envelope	EA	1		
Return Service Labels - ground	EA	1		
Materials Summary	EA	1		

MP Ship Code: \*000000001053520\*


Page: 1 of 1

Material Summary

**MP Ship Code**

# Materials Management

## Additional Materials



HomeSite ReadinessStudentsEnrollment TransferClassesTest SessionsPre-ID ManagementMaterials ManagementDashboard

Sarah MelmedHelp & SupportLogout

Shipment History in Allegany County Board of Education-01

Allegany County Board of Education-01

Administration: MCAP Government & L... x v

Order Additional Materials

UPS Pick Up Request

Order Number 🔍	Order Date 🔍	Packed For 🔍	
000000001224397	10/30/2024	Fort Hill High-0405	<a href="#">View Details</a>
000000001224398	10/30/2024	Center for Career and Technical Education-0601	<a href="#">View Details</a>
000000001224610	10/30/2024	Allegany County Board of Education-01	<a href="#">View Details</a>

# Materials Management

## Additional Materials



[Return to iServices](#)

### Online Additional Materials

MCAP Government and LS MISA Administrations

Administration:

Order Level:

District:

School:

\* MPShipCode:

Login

**Note:** Additional Material Requests received after 12:30 PM EST will be processed the following business day.

#### Instructions

1. Select Administration.
2. Select Order Level.
3. Select District.
4. Select School.
5. Enter MP Ship Code which is located at the top of your Material Summary.
6. Click Login.

# Materials Management

## Additional Materials



**MCAP Government and LS MISA Administrations**  
**Maryland HSA 2021 Administrations**

**School Material Shipment**

District Code: 03      District Name: Baltimore County Public Schools  
School Code: 1574      School Name: Chesapeake High

[Return to iServices](#)

[Return to Login](#)

[Instructions](#)

**Select Grade:**

Grade Unspecified

**Contact Information:**

\* First Name:

Middle Initial:

\* Last Name:

\* Phone:


\* Email:

**Available Products**

Quantity	Product Name
<input type="text"/>	Government Return of Used Answer Document Envelope
<input type="text"/>	HSA Government Answer Document
<input type="text"/>	HSA Government Braille Test Kit
<input type="text"/>	HSA Government Large Print Test Kit
<input type="text"/>	HSA Government Test Booklet
<input type="text"/>	HSA Science Answer Document

# Materials Management

## Additional Materials



[Return to iServices](#)  
[Return to Login](#)

**Online Additional Materials**  
**MCAP Government and LS MISA Administrations**  
**School Material Shipment**

District Code: 03	District Name: Baltimore County Public Schools
School Code: 1574	School Name: Chesapeake High

**Additional Materials Order Confirmation**

Your Additional Materials Request is now complete.  
Your order confirmation number is 93235.  
Please retain this information for your records.

Thank you for your order.  
Please print this page for your records.

Following is the summary of your order.

**Selected Grade:**  
Grade: Unspecified

**Products Selected:**

Quantity	Product Name
1	HSA Government Answer Document

**Contact Information:**  
test test  
Phone: 803-749-9102  
Email: test@cg.edu

Once the order is approved by MSDE and shipped, this number will appear on the **Materials Management** page.

# Returning Materials


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- 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



Home   Site Readiness   Students   Enrollment Transfer   Classes   Test Sessions   Pre-ID Management   **Materials Management**   Dashboard

Sarah Melmed | Help & Support | Logout

Shipment History in Allegany County Board of Education-01

Allegany County Board of Education-01

Order Additional Materials

Administration: MCAP Government & L... x

UPS Pick Up Request

Order Number 🔍	Order Date 🔍	Packed For 🔍	
000000001224397	10/30/2024	Fort Hill High-0405	<a href="#">View Details</a>
000000001224398	10/30/2024	Center for Career and Technical Education-0601	<a href="#">View Details</a>
000000001224610	10/30/2024	Allegany County Board of Education-01	<a href="#">View Details</a>

# Materials Management

## Scheduling a UPS Pickup

[Return to iServices](#)

### Online UPS Pickup Request MCAP Government and LS MISA Administrations

Administration:

\* RS Tracking #:

Login

Note: Requests placed before 2:00 PM EST will be scheduled for the following business day. Requests placed after 2:00 PM EST will be scheduled for the second business day.

#### Instructions

1. Select Administration.
2. Enter RS Tracking # (located on your UPS return service label). You only need to identify one tracking number regardless of the number of boxes being returned.
3. Click Login.

PRINCIPAL  
(431) 123-4567  
ANY SCHOOL  
123 SCHOOL STREET  
ANYTOWN MA 01001

25 LBS

1 OF 1

RS

SHIP TO:  
LOGIN MANAGER  
(800) 737-5103  
MEASURED PROGRESS  
50 EDUCATION WAY  
DOVER NH 03820



UPS GROUND

TRACKING #: 1Z 0W8 76A 90 6423 2294



BILLING: P/P  
DESC: March-April 2015 MCAS ELA  
RETURN SERVICE

REF 1:1606.261.00.41

MS 16.0.31

51.0R 04/2014

International Shipping Notice: Cargo insurance may be subject to the following conditions established by the Convention for the Unification of Certain Rules Relating to International Carriage of Goods by Air (Montreal Convention) and the Convention for the Unification of Certain Rules Relating to International Carriage of Goods by Road (CMR). The carrier's liability is limited to the amount of the cargo interest, and is subject to the terms and conditions of the applicable law. United Parcel Services of America, Inc. is the carrier of record for this shipment.

# Materials Management

## Scheduling a UPS Pickup



**Online UPS Pickup Request**  
MCAP Government and LS MISA Administrations

[Return to iServices](#)  
[Return to Login](#)  
[Go to instructions](#)

**Pickup Request By:**  
Name: Sample school  
Street Address: 10 South Street  
City: Baltimore  
State: MD  
Zip Code: 21214

\* Contact Name:   
\* Phone Number:   
\* Pickup Date:   
Business Hours:  ... To  ...

**Pickup Name/Address (If different from Name/Address listed above):**  
Name:   
Street Address:   
City:   
State:   
Zip Code:


**Package Information:**  
RS Tracking #: 1Z0W876A9006711312  
\* No. of Boxes:   
Instructions:

Instructions:  
1. Enter Contact Name and Phone Number.

- 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

# Materials Management

## Scheduling a UPS Pickup



**Maryland**  
STATE DEPARTMENT OF EDUCATION

### Online UPS Pickup Request

MCAP Government and LS MISA Administrations

[Return to iServices](#)  
[Return to Login](#)

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: Sample School  
Street Address: 10 South Street  
City: Baltimore  
State: MD  
Zip Code: 21214  
Contact Name:  
Phone Number: 603-749-9102  
Pickup Date: 09/18/2020  
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 #: 1ZDW876A9006711312  
No. of Boxes: 1  
Instructions:

Back

Confirm Pickup Request

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

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- 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



Help Desk ☎ 866.207.8804 ⌚ Mon-Fri 7AM-5PM\* ✉ [LSMISA.GovHelpDesk@cognia.org](mailto:LSMISA.GovHelpDesk@cognia.org)

**cognia**™ [Guides](#) [Testing Materials](#) [LAC Correspondence](#) [Training](#)




## Maryland Help & Support

### Welcome

Welcome to the Maryland Help & Support page. The [Maryland Comprehensive Assessment Program's](#) LS MISA and Government tests that measure school progress toward mastery of the high school science and social studies curriculum standards.

### Key Dates

Winter 2023	Spring 2023	Summer 2023	<u>Printable Document</u>	
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 [Key Dates 2022-23](#)

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

# Have Additional Questions?

- Cognia Technical Product Support  
(866) 207-8804 or  
[LSMISA.GovHelpDesk@cognia.org](mailto:LSMISA.GovHelpDesk@cognia.org)
- Help & Support Site  
[maryland.onlinehelp.cognia.org](http://maryland.onlinehelp.cognia.org)







# Thank you.

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

