MCA Test Monitor Cheat Sheet – See Directions for More Details and Troubleshooting Steps

Materials needed during testing	Materials **NOT** allowed during testing
- Student Testing Device (computer or iPad) - Student Test Tickets - Scratch Paper - Pen or pencil - Headphones - Math Formula sheet -optional (Gr.5 and up) - Teacher Computer to manage session	- Handheld Calculators - Dictionaries, thesauruses or other reference materials - Cell Phones, smart watches, fitness trackers and wearable technology devices - Materials in room that provide instructional guidance must be covered or removed

Testing Day

1. Use teacher PC/MacBook to login to http://minnesota.pearsonaccessnext.com/pearsonaccessnext/
2. Ensure software is set to **MCA 2024**
3. Locate and start test session in the **Students in Sessions** section
4. *Click* the **Prepare Session** button to the right. The button will change to "Start Session" when ready.
5. *Click* **Start Session**. The Session status will change from "Ready" to "In Progress"
6. Prepare Student Testing Devices:
   a. Have students close ALL open apps
   b. Make sure iPads are connected to 192iPad for WiFi (192Secure for PC) and NOT GUEST WiFi

   c. *Launch* **TestNav** application
   d. Test Audio - Adjust volume as needed BEFORE logging into the test
7. Hand out Student Test Tickets & scratch paper. Have students write names on the scratch paper.
8. Have students enter their Username and Password. No more than 8 to 10 students should *click* Sign In at the same time.
9. Have students *Select* "**YES**" to **Confirm App Self-Lock** message and follow directions on each screen to begin the test
10. Student Directions are embedded in the first section of each online MCA test for students to review before each test.

Progress Monitoring by Status

Ready	The students has not yet logged into the test.
Active	The student has signed into the test and is testing.
Exited	The students has exited the test but has not submitted responses.
Resumed	The student's test has been resumed but the student has not signed in.
Resumed upload	The student's test has been resumed but the student has not signed in. Resumed upload is common when a student has been kicked out of the test.
Completed	The student has answered all questions and has submitted them for scoring.
Marked Complete	The test has been closed by an administrator. The test will not be completed.

How to Handle…

Breaks of 5 minutes or less	Turn iPads face down or turn PC monitor off (or cover w/piece of paper)
Breaks longer than 5 minutes	Have student "Exit" the test by signing out of TestNav on their device
Student(s) resuming test after exit	Select student(s) and "Resume" their test on Teacher PC. Student will only be able to log back in after this is done.
Student(s) finishing testing	Have students **Submit Answers** before exiting TestNav. The student will show a status of **Completed** on the teachers PC if done correctly.
Conclusion of first day when multiple days of testing are planned	Have all students "Exit" the test by signing out of TestNav on their device. Lock the session and remember to unlock before starting again.

What to do after testing

- Collect all Student Test Tickets and scratch paper before students leave the room. These materials will either need to be destroyed or locked in a secure location.
- Report any testing issues in the Test Assessment Report (TAR) and notify your Building Assessment Coordinator

NEED HELP!!!

1. Use MCA links in *Assessment Resources* section of https://www.farmington.k12.mn.us/staff_resources
2. Contact your Building Assessment Coordinator
3. Contact Technical Support at x5055 for help with devices and network issues associated with MCA testing
4. Contact District Assessment Coordinator (Bill Ristow at 651-252-2851)
5. Anonymously use the MN Statewide Test Security Tip Line 1 at https://public.education.mn.gov/tip/ if necessary

Script to Read to Students

Review this script before testing so you are comfortable with the instructions you must read aloud.

- All instructions that must be read to students are in shaded boxes and start with the word SAY.
- The text in brackets [ ] should be read only if applicable.
- If you see a blank line, fill in the appropriate information.

Starting/Resuming a Session
Step 1

> **SAY:** We have scheduled about_____minutes for testing. You will stop testing_____.
> It is important that you do your best. The test is not timed so you can have more time later if you need it.
> When you are done, raise your hand. If other students are still testing, then you will_____[e.g.,
> read a book.]

Step 2 Follow your school policy for collecting cell phones/wearable technology/devices, or ensure students have put them away. Depending on school policies, students may have water/gum/snacks out during testing.

> **SAY:** During testing, the only items you may have out are your wired headphones, something to write with, and any materials I will give to you. If you have anything else out, put it away now.
>
> - You cannot use your cell phone or other devices during testing. Take off any smartwatches, Bluetooth earbuds, or other technology that you are wearing.
> - Close any other programs or apps on your_____[i.e., computer, iPad].
> - If you use your cell phone, smartwatch, or other device, or use any other programs or apps during testing, your test will not be scored
>
> **SAY:** [For grade 11 math only: You may also have a handheld calculator.]

Step 3 Distribute testing tickets, scratch paper and help with signing in… (e.g., hard-copy formula sheets, translated word lists).

> **SAY:** Check that your name is on the top of the testing ticket, and then turn it over. Write your name on the other materials. When you are done testing, I will collect these materials.
>
> **SAY:** Open TestNav. Put your headphones on and select Test Audio on the Sign In screen to make sure you can hear the audio. You can adjust the volume if you need to.
>
> **SAY:** You may now turn over your testing ticket and enter the username and password on the screen. Then select Sign In. If you have questions when signing in, raise your hand.
>
> **SAY:** Make sure you see your name on the screen. You will read directions before you start the test. Remember to review your answers as you move through your test. Now you may [start [or resume]] your test.

Ending Testing
Step 1

> **SAY:** We will stop testing in_____ minutes. Review your answers as needed. You will not be able to go back to any of those questions after you exit the test.

Step 2

> **SAY:** Exit your test now. If you have any materials, I will collect them.