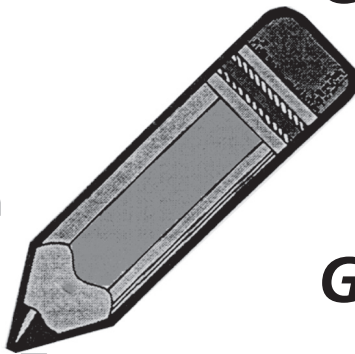


Missouri Assessment Program

Grade-Level Assessments Test Coordinator's Manual

*English Language Arts
Grades 3, 4, 5, 6, 7, 8*



*Mathematics
Grades 3, 4, 5, 6, 7, 8*

*Science
Grades 5, 8*

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This Test Coordinator’s Manual is NOT a secure document. All administrators should read this manual before administering the test.

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February 27, 2017: (Version 2) Updates

Page 4: Updated the Statewide Readiness Test window information in the Schedule of Important Dates table.

March 14, 2017: (Version 3) Update

Page 6: Updated the Home Schooled Students section with information on completing the MOSIS ID field.

1.0 OVERVIEW OF IMPORTANT INFORMATION FOR THE MAP GRADE-LEVEL ASSESSMENTS

1.1 This Test Coordinator’s Manual

The purpose of this *Test Coordinator’s Manual* is to provide detailed instructions for administering the Missouri Assessment Program Grade-Level Assessments. The manual includes instructions for test preparation and post-test administration procedures. District Test Coordinators (DTCs) and School Test Coordinators (STCs) should thoroughly read the manual and view trainings before administering the tests.

1.2 Glossary of Terms

Accommodations	Changes in procedures or materials that increase equitable access to the MAP Grade-Level Assessments. Assessment accommodations allow students to access assessment content to show what they know and can do. Accommodations are available for students with documented Individualized Education Programs (IEPs) or 504 Plans.
Break/Pause	Action taken by a student or Test Examiner (TE) to temporarily halt the test during any part of the test, as needed. The online assessment provides an opportunity to pause the test for up to 20 minutes.
Constructed-Response Item Type	Test questions that require students to provide or input their response or responses using a keyboard or keypad. This type includes short answer/text input, writing prompts, and keypad input items.
eDIRECT	DRC’s administrative platform—the Missouri Assessment Program Portal—from which district personnel will manage the assessments.
INSIGHT	DRC’s INSIGHT is the secure, browser-based test engine for the MAP Grade-Level Assessments.
Item	A test question or stimulus presented to a student to elicit a response.
Performance Event	A performance event comprises Session 3 of the MAP Grade-Level Mathematics and Science Assessments. It is designed to provide students with an opportunity to demonstrate their ability to apply their knowledge and higher-order thinking skills to explore and analyze a complex, real-world scenario. A performance event will contain a variety of item types.
Selected-Response Item Type	Test questions that require students to respond to a stem by selecting an appropriate response or responses, usually from answers provided. This type includes multiple-choice, matching, multi-select, and evidence-based selected-response items.
Session	A specific part of a test assigned to a specific student, which is grouped by Test Examiner according to the precode file.

Glossary of Terms continued

Stimulus/Stimuli	Material or materials used in the test context, which form the basis for assessing the knowledge and skills of students. Many items/tasks for the assessments include a stimulus along with a set of questions to which the student responds. Examples of stimuli include, but are not limited to, traditional reading passages/texts viewed on a computer screen, images with audio presentations, and simulated web pages.
Technology-Enhanced Items	Test questions that capitalize on technology to collect evidence through a non-traditional response type. These items are scored automatically. This item type includes drag and drop, matching, hot text/select text, hot text/reorder text, hot spot, graphing, bar graphing, line graphing, and build a table.
Universal Tools	Universal tools are available to students based on student preference and selection. Some tools, such as a ruler and sticky notes, are embedded in the online system, while others, such as a physical thesaurus and scratch paper, are external to the system. The availability of particular universal tools varies by item.
Writing Prompt	A special type of performance event that appears in the Grades 5 and 8 English Language Arts (ELA) Assessments is an open-ended item that requires students to demonstrate their writing proficiency.

1.3 About the Tests

- The Missouri State Board of Education identified the following purposes for the MAP Grade-Level Assessments:
 - Measuring and reflecting student mastery toward post-secondary readiness
 - Identifying students' strengths and weaknesses
 - Communicating expectations for all students
 - Serving as the basis for state and national accountability plans
 - Evaluating programs
 - Providing professional development for teachers
- The MAP Grade-Level Assessments are designed to adapt testing to the needs of Missouri districts, schools, teachers, and students, while meeting state and federal requirements.
- The MAP Grade-Level Assessments are based on the Missouri Learning Standards. 2017 assessments will include traditional multiple-choice items and innovative technology-enhanced items designed to elicit student knowledge and skills in new ways. English Language Arts assessments will include a writing prompt. Mathematics and Science assessments will include a performance event. The Science assessments also include constructed-response items.

The Missouri Department of Elementary and Secondary Education (DESE) uses the information obtained through the MAP Grade-Level Assessments to monitor the progress of Missouri's students in meeting the Missouri Learning Standards, to inform the public and the state legislature about students' performance, and to help make informed decisions about educational issues.

- Data Recognition Corporation (DRC) and DESE are collaborating to deliver Missouri's Spring 2017 Grade-Level Assessments. Missouri educators will use DRC's eDIRECT online platform for enrollment and test administration and INSIGHT for test delivery. DRC will also provide handscoring and reporting services. These cooperative efforts and systems comprise a fully integrated assessment platform to meet the needs of school districts, educators, students, and other Missouri stakeholders.
- The Spring 2017 MAP Grade-Level Assessments include the following:
 - English Language Arts Assessment for Grades 3–8
 - Mathematics Assessment for Grades 3–8
 - Science Assessment for Grades 5 and 8
- The English Language Arts Assessments consist of three sessions in grades 3, 4, 6, and 7. In grades 5 and 8, there will be four sessions. The first three sessions contain selected-response items and technology-enhanced items. The fourth session administered in grades 5 and 8 contains a writing prompt that is scored with a ten-point rubric.
- The Mathematics Assessments consist of three sessions. The first and second sessions contain selected-response items and technology-enhanced items. The third session contains a performance event.
- The Science Assessments consist of three sessions. The first session contains constructed-response items, the second session contains multiple-choice items, and the third session contains a performance event.
- All MAP Grade-Level Assessments are available only in INSIGHT, the secure online browser, unless a Large Print, Braille, or paper-and-pencil edition is required by the student as an accommodation. For students needing one of these versions, test examiners will be responsible for transcribing student responses into INSIGHT.

1.4 Schedule of Important Dates for Spring 2017

Precode File Due to DESE	Student Test Setup Available in eDIRECT	MAP Grade-Level Assessment Test Window
Window 1 - February 10, 2017 Window 2 - March 3, 2017 Window 3 - March 17, 2017	Window 1 - February 27, 2017 Window 2 - March 13, 2017 Window 3 - March 27, 2017	April 3, 2017—May 26, 2017

Event	Schedule
eDIRECT test administration portal opens.	January 9, 2017
DTCs provide assessment test windows, purchase order numbers, and Large Print and Braille orders through eDIRECT Enrollments.	January 9, 2017—February 3, 2017. The deadline for ordering additional Large Print and Braille testing materials is May 15, 2017. Purchase Orders must be submitted to DRC at maphelpdesk@datarecognitioncorp.com by February 3, 2017.
STCs and District Information Technology Coordinators (DITCs) coordinate the installation of INSIGHT on all student workstations and complete the System Readiness Check for all testing devices.	For more information on the System Readiness Check please see <i>Using the System Readiness Check in Volume IV of the INSIGHT Technology User Guide</i> . The System Readiness Check must be completed for all testing devices before the statewide administration window begins on April 3, 2017.
STCs verify that all student accommodations and status codes are recorded through eDIRECT Test Setup.	February 27, 2017 is when Test Setup can begin. All accommodations and universal tools must be marked prior to testing for those who precoded in window 1.
DTCs are allowed to update assessment test windows (if needed).	February 27, 2017–March 31, 2017. DTCs update assessment test windows by contacting DRC MAP Service Line. After March 31, 2017 , DTCs will need to obtain DESE approval in order to change test windows. DTCs must submit an Appeal Request to DESE in order to change test windows. Requests to close a test window early will not be allowed after March 31, 2017; only test window extensions will be allowed with DESE approval.
DTCs contact DRC to schedule pickup of Large Print, Braille, and paper-and-pencil test books.	May 30, 2017 is the deadline to schedule pickups. Materials must be picked up no later than June 2, 2017.
Test results and Individual Student Reports (ISRs) are available online via eDIRECT.	ISRs are available no later than the close of business on the 10th business day after each district content-area testing window closes.

1.5 Special Populations, Optional Populations, and Special Circumstances

Inclusion of Special Populations

All students, including, but not limited to, the following groups of students, must participate in the required MAP Grade-Level Assessments.

- **Missouri Virtual Instruction Program (MoVIP):** Missouri students enrolled in MoVIP are required to participate in the MAP Grade-Level Assessments. For further inquiries regarding MoVIP participation, contact the MoVIP Section at 573-751-2453.
- **Homebound Students:** Homebound students must be tested, either at home or at the school, at the discretion of the district. If the student can come to the school, the student may take the test online. If the student cannot come to the school, the student may take the test online using a district-issued device that has a Testing Site Manager (TSM) installed. If, for any reason, the student cannot take the test online, then the student may take a paper-and-pencil edition of the test. (See instructions in the Large Print, Braille, and Paper-and-Pencil Editions section of this manual.) Test Examiners of homebound students should receive training in the administration of the MAP Grade-Level Assessments. Test Examiners are responsible for ensuring the security of the tests and transcribing student responses into INSIGHT for paper-and-pencil tests.
- **IEP Students:** Students with disabilities, as classified under the Individuals with Disabilities Education Act (IDEA), have an Individualized Education Program (IEP). All decisions regarding a student's participation in the MAP Grade-Level Assessments are made by the student's IEP team and documented in the IEP. All students, including those students with an IEP, must take the MAP Grade-Level Assessments that are required for accountability purposes. The IEP team has the responsibility and authority to determine accommodations needed to ensure accessibility to the MAP Grade-Level Assessments.
- **IAP/504 Students:** Students with an Individual Accommodation Program (IAP) are considered disabled under Section 504 of the 1973 Rehabilitation Act. These students are not served under IDEA and are not documented with a particular designation for the MAP Grade-Level Assessments. However, professionals knowledgeable about IAP students' disabilities and their educational needs will make decisions about universal tools and accommodations for these students as they would with IEP students. All IAP/504 accommodations should be marked in the same manner as the IEP student accommodations.
- **English Language Learner (ELL) Students:** Students who have been in the United States 12 cumulative months or fewer at the time of the test administration may be exempt from the English Language Arts Assessment. ELL students must participate in all other required assessments regardless of the length of time they have been in the United States. To indicate the ELA exemption for the students, mark them "absent" for the ELA Assessment.

Further Information on Special Populations

For further questions regarding special populations, contact the DESE Assessment Section at 573-751-3545 or the Special Education Section at 573-751-5739. Accommodation definitions and codes can be found in the *Examiner's Manuals*.

Optional Populations

The following student groups MAY participate in MAP Grade-Level Assessments:

- **Foreign Exchange Students:** Foreign exchange students are allowed, but not required, to take the MAP Grade-Level Assessments at the discretion of the district.
- **Home Schooled Students:** Home schooled students may take part in the MAP Grade-Level Assessments at the discretion of the district. Home schooled students participating in the MAP Grade-Level Assessments will take the assessment(s) online at the local school with district-approved procedures in place during the school's testing window. When a home schooled student is entered into eDIRECT, the "Home School" box on the Testing Codes screen must be checked. The DESE's Missouri Student Information System (MOSIS) ID field should be populated using the prefix "HOME" and six-digits (e.g., HOME987654). Individual Student Reports for home schooled students will be available. See page 18 for more information on these reports. District Test Coordinators must collect contact information from the parents of home schooled students so that DTCs can notify the parents when reports become available.
- **Private School Students:** Private school students may also participate in the MAP Grade-Level Assessments. A representative from the private school must contact the MAP Service Line at 1-800-544-9868. Private schools must uphold the same standardized administration procedures and security measures that Missouri public schools uphold.

Special Circumstances

Some students may require special arrangements for testing. Please refer to the following guidelines for students requiring a change in test setting, test format, or test administration.

- **Universal Tools and Accommodations:** Prior to testing, be sure to consider any additional planning that may be required to administer the test using students' universal tools and/or accommodations. Universal tools/accommodations that require particular attention include, but are not necessarily limited to:
 - **Use of a Translator:** District staff may read Mathematics and Science Assessments and English items to students in their native language. Read aloud of English reading passages in a student's native language is allowed only if specified in a student's IEP or 504 Plan. For all assessments, ELL students may give their responses orally or in writing in their native language. Their responses must be translated into English and transcribed into INSIGHT.
 - Refer to the *Examiner's Manuals* for the appropriate universal tools/accommodation codes to use when a test is being translated. The translation and transcription must be an accurate interpretation of the student's responses.

Translators must be trained in administering the Grade-Level Assessments. If needed, translators for students taking the assessments may have access to printed student test books in a secure environment to read and review before the test administration. Please see Section 4.0 for instructions regarding administering the Large Print, Braille, and paper-and-pencil editions of the tests.

.....
DTCs print the MAP Grade-Level Assessments as appropriate beginning March 3rd. Print copies of the assessments will have a barcode. Barcoded printed assessments must be returned to DRC after the tests have been transcribed into the test delivery system (INSIGHT).
.....

.....
MAP Grade-Level Assessments are available on the following devices:
Desktop Computers
Laptops
Netbooks
Chromebooks
iPads
Android devices
Students should be familiar with the device on which they will be taking the assessment prior to testing. Please see the INSIGHT User Guide for complete device specifications.
.....

The DTC must contact the off-site district/agency prior to the first day of the district of residence’s testing window to make arrangements:

- If the student is testing online at a school, arrange for the student’s Test Tickets to be available through eDIRECT.
- If the student is testing online at an off-site location, arrange for the student to take the test using a district device.
- If the student is taking a paper-and-pencil edition of the assessment, follow the administration instructions in Section 4.0 of the manual.

2.0 BEFORE ONLINE TESTING

2.1 Advance Announcements and Preparation

Parents and guardians should be informed of the district MAP Grade-Level Assessment schedule so they can help ensure their students are present on days testing (without scheduled appointments or vacation days during the testing window) and prepared with the proper materials that may not be provided by the district.

In addition to completing the applicable content for their grade level, students should have experience using the specific device on which they will be taking the assessments. Students taking the assessments on a desktop, Chromebook, or laptop computer should know how to use a mouse and keyboard. Instead of a mouse, students may use the embedded touchpad in the keyboard of a laptop. Students taking the assessments on iPads or Android devices should know how to use a touchscreen (and/or stylus, if applicable). It is strongly recommended, but not required, that students taking the assessments on tablet devices have access to (and know how to use) an external keyboard. Students should review the INSIGHT Online Tools Training (OTT) for the MAP Grade-Level Assessment they will be taking. OTTs are for Test Examiners and students to become familiar with the format and functionality of the online test. The OTTs provide a preview of the item types included in the MAP Grade-Level Assessments.

2.2 User Roles

The DTC is responsible for training all STCs on testing procedures. If a district does not have STCs, the DTC performs the role of the STC. While the training of Test Examiners may be delegated to each building's STC, the DTC is responsible for ensuring that all Test Examiners are well-prepared and trained. Training includes special education teachers, proctors, translators, and Test Examiners who are administering the MAP Grade-Level Assessments to homebound or out-of-district students.

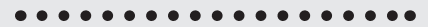
District Test Coordinator Responsibilities

All DTCs are responsible for the following:

- View all trainings provided by DESE and DRC.
- Stay abreast of all communication regarding the MAP Grade-Level Assessments.
- Ensure that all STCs, Test Examiners, and other responsible district and/or school staff have been trained.
- Maintain the district's testing schedule and be prepared to provide it to DESE upon request. DTCs are allowed to update assessment test windows (if needed) from February 27, 2017, to March 31, 2017, by contacting the DRC MAP Service Line. **After March 31, 2017**, DTCs will need to obtain DESE approval in order to change test windows. DTCs must submit an Appeal Request to DESE in order to change test windows. Requests to close a test window early will not be allowed after March 31, 2017; only test window extensions will be allowed with DESE approval.
- Inform district staff of the testing schedule so that distractions such as PA announcements, lawn maintenance, or fire drills are avoided at the time of test administration.
- Update student demographic information to correct any errors, and ensure these corrections are also made in the local student information systems and DESE's Missouri Student Information System (MOSIS). See Appendix A in this manual for instructions on how to handle student transfers.
- Communicate with DRC and DESE on behalf of the district. The STC should contact the DTC if help is needed. If the DTC is unable to answer a question, he or she will contact DRC's dedicated MAP Service Line.



DTCs must ensure that all STCs, Test Examiners, and other responsible district and/or school staff have been trained.



The DTC is responsible for updating the district's assessment testing schedule if it changes.



DRC's dedicated MAP Service Line
1-800-544-9868
7:30 A.M. to 6:30 P.M. Central Time,
Monday–Friday



Any Test Examiner who needs to set or check accommodations will need an eDIRECT account. Other Test Examiners do not need an eDIRECT account, as logging into eDIRECT is not required to start a test.

- Ensure the DTC’s email account allows receipt of all communication from DESE’s and DRC’s email domains (@dese.mo.gov and @datarecognitioncorp.com).
- Verify with the STCs that INSIGHT has been installed and certified on all applicable workstations for the current statewide window.
- After verifying each building’s security, ensure that STCs have access to eDIRECT and secure test administration materials.
- Enter Test Examiners into eDIRECT in order to generate their eDIRECT logins (for Test Examiners needing an eDIRECT login).
- Ensure test security is maintained by restricting Test Examiner access to the MAP Grade-Level Assessments and other secure testing materials before and after testing.
- Transcribe Large Print, Braille, and paper-and-pencil edition responses into INSIGHT (in districts where this role is not assigned to the Test Examiner).

School Test Coordinator Responsibilities

All STCs are responsible for the following:

STCs must ensure that all Test Examiners are trained on MAP Grade-Level Assessment procedures.

- View all trainings provided by the DTC, DESE, and DRC.
- Stay abreast of all communication from the DTC regarding the MAP Grade-Level Assessments.
- Ensure that all Test Examiners are trained on MAP Grade-Level Assessment procedures.
- Review the Tutorials and the Online Tools Training (OTT) prior to testing, and ensure that Test Examiners and students have an opportunity to review both the Tutorials and OTT prior to testing.
- Work with the DITC (if applicable) to ensure INSIGHT has been installed and certified on all applicable workstations.
- Verify the accuracy of student and Test Examiner information in eDIRECT for the school and update as needed. Confirm that any appropriate student accommodation codes are marked in **Test Setup** in eDIRECT.
- Communicate with the DTC regarding the school’s testing schedule prior to testing. If the school’s testing schedule changes in any way, the STC is responsible for updating the DTC.

- Ensure that all Test Examiners are knowledgeable about permitted and prohibited materials (see Section 2.5 Assessment Materials for Students/Administrators).
- Verify that Test Examiners have eDIRECT access and necessary permissions to allow adequate time for reviewing documents and training in preparation for administering the tests.
- On each testing day, ensure that each Test Examiner has the following:
 - Student Test Tickets for each test session
 - The appropriate quantity of Large Print and Braille test books or access to paper-and-pencil editions as required per content area
 - Any required ancillary testing materials
- Ensure test security is maintained by restricting Test Examiner access to the MAP Grade-Level Assessments and other secure testing materials before and after testing.
- Validate that testing procedures are followed as written in this *Test Coordinator’s Manual*. Printed copies of the manual should be destroyed at the building level after the final district content testing window has closed.

2.3 Test Security

Test security and ethical testing practices continue to be of utmost importance. A test security policy must be in place for each district and charter school. The test security policy should be placed in the District’s Assessment Plan, which is locally board approved annually. The accurate assessment of student achievement is a critical component of the educational process in Missouri. It is the responsibility of everyone involved in the assessment process to understand the security measures in place to avoid any intentional or unintentional unethical behavior by students or staff members. Administrators and Test Examiners are responsible for reporting any of these behaviors to district administration and/or to the DESE Assessment Section at 573-751-3545 or assessment@dese.mo.gov.

•••••
 Administrators and Test Examiners are responsible for reporting any intentional or unintentional unethical behavior by students or staff members to district administration and/or to the DESE Assessment Section at 573-751-3545 or assessment@dese.mo.gov.
 •••••

2.4 eDIRECT and INSIGHT

Two online systems support the MAP Grade-Level Assessments: eDIRECT and INSIGHT.

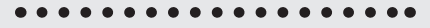
eDIRECT hosts the Missouri Assessment Portal. Through this system, Missouri educators are able to:

- Review documentation and training for the MAP Grade-Level Assessments.
- Download secure materials for administering the MAP Grade-Level Assessments.
- Download software for administering the MAP Grade-Level Assessments.
- Provide enrollment information, including orders for Large Print and Braille test books.
- View and update student data prior to testing, including indicating any accommodations or universal tools that will be used.
- Place students into test sessions and print Student Test Tickets.

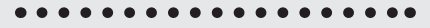
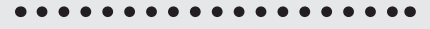
Details are provided in the eDIRECT User Guides, which are available on the **Documents** page of eDIRECT.

INSIGHT is the secure browser-based test engine through which students take the MAP Grade-Level Assessments and that provides students with an engaging test experience. DITCs download the INSIGHT client software to the devices that will be used for testing.

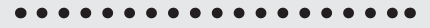
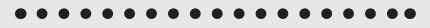
Details are provided in the DRC INSIGHT Technology User Guide, which is available on the **Documents** page of eDIRECT.



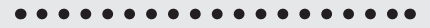
eDIRECT hosts the Missouri Assessment Portal, <https://mo.drcedirect.com>.



The **Documents** page of eDIRECT contains manuals, trainings, and secure administration materials. Secure materials require login to access, while non-secure materials are publicly available. To access the page, click **All Applications > General Information > Documents**. Click the **Show Documents** button to display the available materials.



INSIGHT is the test engine for the MAP Grade-Level Assessments.



2.5 Assessment Materials for Students/Administrators

This section concerns all materials required, permitted but not provided, or prohibited while taking Grade-Level Online Assessments.

Required Materials

- A workstation with Internet access, a monitor, a mouse, and a keyboard **OR** a tablet device with Internet access. Devices must have INSIGHT properly loaded and certified.
- Student Test Tickets (This ticket provides the secure login credentials (i.e., username and password) required for a student to use the testing software).
- The resources in Table 7

Table 7: Additional Required Resources for ELA, Mathematics, and Science

Content Area	Session 1	Session 2	Session 3	Session 4 (Writing Prompt)
ELA	<ul style="list-style-type: none"> • Headphones are required for students using text-to-speech. • Scratch paper should be provided for note taking if necessary. 	<ul style="list-style-type: none"> • Headphones are required for students using text-to-speech. • Scratch paper should be provided for note taking if necessary. 	<ul style="list-style-type: none"> • Headphones are required for all students taking this session. • Scratch paper should be provided for note taking if necessary. 	<ul style="list-style-type: none"> • Headphones are required for students using text-to-speech. • Scratch paper should be provided for note taking if necessary.
Mathematics	<ul style="list-style-type: none"> • Headphones are required for students using text-to-speech. • Scratch paper is required for all grades. 	<ul style="list-style-type: none"> • Headphones are required for students using text-to-speech. • Scratch paper is required for all grades. 	<ul style="list-style-type: none"> • Headphones are required for students using text-to-speech. • Scratch paper is required for all grades. 	N/A
Science	<ul style="list-style-type: none"> • Headphones are required for students using text-to-speech. • Graph paper is required. • Scratch paper is required. 	<ul style="list-style-type: none"> • Headphones are required for students using text-to-speech. • Scratch paper is required. 	<ul style="list-style-type: none"> • Headphones are required for students using text-to-speech. • Graph paper is required. • Scratch paper is required. 	N/A

Permitted Materials

- Scratch paper and grid/graph paper are allowed for all assessments even if not required.
- A physical calculator can be accessed for calculator-allowed items for the Mathematics assessments.
 - For grade 6 Mathematics assessments Sessions 2 and 3, a four-function calculator with square root and percentage functions is permitted.
 - For grades 7 and 8 Mathematics assessments Sessions 2 and 3, a scientific calculator with exponents, trigonometry, and logarithmic functionalities is permitted.
 - Test Examiners are responsible for ensuring and verifying that any calculator with the ability to store functions and equations, e.g., a scientific calculator, has the memory cleared before and after each Mathematics assessment.
 - Calculators cannot have Internet connectivity or be able to connect to anyone inside or outside the classroom during testing.
 - Students cannot use a calculator on a laptop or other portable computer, pocket organizer, cell phone, device with a typewriter-style keyboard, electronic writing pad, or pen-input device unless a particular assistive device is required for a student and is specified on his or her IEP.
 - No calculators with QWERTY keyboards are allowed.
- An English dictionary and a thesaurus may be available for the ELA session 4 writing prompt. ELL students may use an English, a non-English, and a bilingual dictionary and thesaurus as needed during session 4.

Prohibited Materials

- Electronic devices, including any portable device that can connect to the Internet or to anyone inside or outside of the classroom, must not be accessible during the testing sessions. Such items include, but are not limited to:
 - cellular/mobile phones
 - electronic music players
 - digital cameras
 - handheld scanners
 - portable gaming devices
 - any device that can connect to the Internet
- If students are allowed to enter the testing room with cell phones, the phones **must** be collected prior to testing and returned at the end of the testing session. Students are not allowed to have cell phones in their pockets, purses, or backpacks during testing.

Assessment Materials and Training for Test Examiners

- *Test Examiner Manual*
- Grade-Level Assessment training provided online by DESE
- Student Test Tickets (obtained from the School Test Coordinator)

NOTE: All materials distributed to the students with usernames and passwords must be collected before the students leave the testing area.

- Extra pencils and a supply of scratch and grid/graph paper

NOTE: Physical scratch paper should be collected and destroyed immediately upon conclusion of a testing session.

Accessing and Printing Listening Script

The use of some tools/accommodations requires access to a printed copy of the listening script for ELA Session 3. The script will need to be downloaded and printed at the school level. The scripts are secure; do not allow unauthorized persons to access them. Maintaining the security of all test materials is crucial to obtaining valid and reliable test results. Therefore, test materials must be kept in locked storage, except during actual test administration. It is the responsibility of all individuals who administer the test to follow security procedures.

NOTE: The DTC must contact the MAP Service Line to request access to specific listening scripts.

3.0 AFTER ONLINE TESTING

3.1 Submitting All Tests/Close of Testing Window

After all testing for a grade level/content area is completed, the DTC/STC should review the Testing Status for each student in eDIRECT and communicate with Test Examiners to resolve any tests that appear as "In Progress." The DTC or DITC should also check the Testing Site Manager (if used) to ensure that there are no unsent responses.

DTCs are allowed to update assessment test windows (if needed) from February 27, 2017, to March 31, 2017, by contacting the DRC MAP Service Line. **After March 31, 2017**, DTCs will need to obtain DESE approval in order to change test windows. DTCs must submit an Appeal Request to DESE in order to change test windows. Requests to close a test window early will not be allowed after March 31, 2017; only test window extensions will be allowed with DESE approval.

The Appeal Request must be emailed to DESE Assessment at assessment@dese.mo.gov.

On official district letterhead, please include:

- Date
- District Name
- County District Code
- Rationale for your request to extend the testing window, including requested extension dates
- Name, phone, and email address of a contact person
- Signature of the Superintendent

3.2 Reporting Test Invalidations

Neither a student's behavior during testing nor the judgment of a student's effort during testing can invalidate a student's test.

A MAP Grade-Level Assessment should be invalidated if a student is discovered cheating. To do so, select the "Teacher Invalidation" bubble for the affected content area in eDIRECT. (See the eDIRECT User Guide for instructions.) Cheating is the only time the "Teacher Invalidation" code is used. This code invalidates all sessions of the content area.

If the "Teacher Invalidation" bubble is used due to cheating, adhere to the following process:

1. The STC and the Test Examiner agree that a particular student's test should be invalidated.
2. A district invalidation letter on district letterhead and signed by the superintendent is faxed to DESE's Office of Accountability Data at 573-526-3045.
3. The district invalidation fax should include the following information:
 - a. Student Name
 - b. MOSIS ID
 - c. Date of Birth
 - d. Grade
 - e. School Name
 - f. County District Code
 - g. District Name
 - h. School Code
 - i. Content Area
 - j. The reason the testing session is being invalidated/description of the incident
4. The district files a copy of the fax for its records and future reference.

3.3 How to Handle Student Absences

If a student is absent for any or all of the MAP Grade-Level Assessments and unable to test in district-determined make-up sessions, then mark the student as absent in eDIRECT. Additionally, mark absent students who have been in the United States 12 cumulative months or fewer that are being exempted from the ELA Assessment.

3.4 Securely Destroy Materials

Federal law—the Family Educational Rights and Privacy Act (FERPA)—prohibits the release of any student's personally identifiable information. Any printed materials must be securely stored and then shredded.

The STC or DTC should destroy the following materials at the building level:

- Printed copies of the *Test Coordinator's Manual* should be destroyed after the final district content testing window has closed.
- All manuals for Large Print, Braille, and paper-and-pencil administrations should be destroyed after the final district content testing window has closed. Electronic files must be deleted.

Scratch paper and grid/graph paper must be kept in a securely locked room or locked cabinet that can be opened only with a key or keycard by staff responsible for test administration. All test materials must remain secure at all times. Scratch paper and grid/graph paper must be collected and inventoried at the end of each test session and then given to the School Test Coordinator to securely destroy.

3.5 Individual Student Reports

Individual Student Reports (ISRs) are available in INSIGHT Online Reporting. A link to INSIGHT Online Reporting is in eDIRECT under All Applications – Report Delivery. Select the MAP Grade-Level Reports to be taken to INSIGHT Online Reporting. ISRs are available no later than the close of business on the tenth business day after each district content-area testing window closes.

Districts have the option to order printed ISRs for the flat fee of \$350. Districts will receive two printed copies of each ISR for all tested students in the district. These are the same ISRs that are available electronically in the reporting system, just in hard copy and color format for easy distribution to parents. ISRs are packaged by school and shipped to the district. Each school package is sorted by grade level and then alphabetically by student for each content area. Orders must be placed in eDIRECT between April 17–June 23, 2017. The ordering page can be accessed in eDIRECT under All Applications > Materials > Enrollments. POs must be entered in the system and emailed to maphelpdesk@datarecognitioncorp.com. ISRs will be delivered to districts on August 11, 2017. Contact the MAP Service Line at 1-800-544-9868 if you have any questions about ordering printed ISRs.

4.0 LARGE PRINT, BRAILLE, AND PAPER-AND-PENCIL EDITIONS

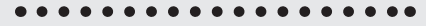
Large Print, Braille, and paper-and-pencil editions of the MAP Grade-Level Assessments will be available for students with designated IEPs or special circumstances for spring 2017 testing. Large Print and Braille forms may be ordered online via eDIRECT during the enrollment period, January 9, 2017, to February 3, 2017. Test Examiners will work with the DTC to generate paper-and-pencil editions from eDIRECT (after students are assigned such an accommodation). Unique identification numbers will be used to produce barcodes that will be printed onto the paper-and-pencil editions. After testing, student responses for Large Print, Braille, and paper-and-pencil editions must be entered into the INSIGHT system and all test materials must be collected for return to DRC for processing and storage.

4.1 Before Testing

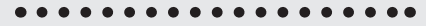
Paper-and-Pencil Materials

For special circumstances that require students to test on paper, a paper-and-pencil edition is available. To activate the paper-and-pencil-edition print function, Test Examiners access the Test Setup feature in eDIRECT to mark the applicable accommodation and code for students who require the paper version of the test. Once accommodations are assigned, the Test Examiner will contact the District Test Coordinator to generate a paper version. Using the information collected during the precode and enrollment processes, the administration component of the online testing system will generate a unique barcode number for a paper-and-pencil edition prior to local printing. Depending on the printed accommodation needed for a particular student, the unique barcode number will then become embedded into the electronic version on each page of the paper-and-pencil form. During local printing, the embedded barcode number will print along with each page of the paper-and-pencil edition. Each barcode number will be unique to a student for the purposes of linking the printed form to the student's record in the master database. Barcode numbers will be recorded and associated with each student's record.

For specific instructions regarding how to generate and download a paper-and-pencil edition, see the *eDIRECT User Guide – Test Setup*, available on the **Documents** page of eDIRECT, <https://mo.drctdirect.com>.



For additional information regarding Large Print and Braille forms, refer to the Large Print and Braille Kit.



Unless a student's IEP requires a paper-based accommodation, **districts will be charged a processing fee of \$15** for each paper-and-pencil PDF form of the test that is printed per content area.

Once the PDF downloads, it is available for printing on the local network printer.

The Test Examiner should become familiar with the directions for administering a paper-and-pencil edition. The paper-and-pencil edition of the test is secure and should be treated as such.

Reasons for using Paper/Pencil Assessment

Reason	Instructions
Student has IEP/504 Plan that allows use of Paper/Pencil Assessment	Mark code A102 for Paper/ Based Assessment
ELL student is using the Translation tool (S109) or Read Aloud – Native Language (S111) and the translator needs access to the assessment prior to administration to conduct translation services	Mark code S112. If using this for a group, choose this tool for just ONE student in the group. That student should still take the assessment online. NOTE: There is a \$15 charge to the district for each printed Paper/Pencil assessment not required by an IEP.
Student is in an off-site non-district building (e.g., hospital, juvenile facility, etc.) and cannot take the assessment online	Mark code S112. NOTE: There is a \$15 charge to the district for each printed Paper/Pencil assessment not required by an IEP.
Student has Read Aloud – Human Reader and the examiner would like to read from a Paper copy of the assessment	Mark code S112. If using this for a group, choose this tool for just ONE student in the group. That student should still take the assessment online. NOTE: There is a \$15 charge to the district for each printed Paper/Pencil assessment not required by an IEP.

Large Print and Braille Materials

Large Print and Braille forms can be ordered online via eDIRECT. Material orders must be placed between January 9, 2017, and February 3, 2017. DTCs should order all Large Print and Braille materials through the Enrollments tab in eDIRECT. See the *eDIRECT User Guide – User Administration* for enrollment instructions.

Test Examiners or Test Coordinators must transcribe students' responses into INSIGHT.

Large Print and Braille testing materials are packaged by building and shipped to the district's office address.

District Test Coordinator

For every building administering a Large Print, Braille, or paper-and-pencil assessment, the DTC needs to complete the Accountability Form located under the Materials section of eDIRECT. Reference the *eDIRECT User Guide – User Administration* for specific instructions. Complete the following steps for each building before distributing materials to the STC:

1. Confirm the box count of the Large Print and Braille testing materials shipment from DRC (e.g., Box 1 of 5 through Box 5 of 5).
2. Verify the security barcode numbers of the test books against the packing list.
3. Record the number of test books listed on the packing list and the number of paper-and-pencil tests that were downloaded on the Accountability Form.
4. Report any discrepancies to DRC's dedicated MAP Service Line at 1-800-544-9868 between the hours of 7:30 A.M. and 6:30 P.M. Central Time, Monday–Friday.

School Test Coordinator

After receiving the testing materials from the DTC, complete the following steps:

1. Verify that security barcode numbers printed on the Large Print and Braille test books match the numbers listed on the packing list (located in Box 1 of the building's shipment).
2. Confirm that the proper accommodation code is marked in eDIRECT.
3. Complete the Accountability Form, following the directions in the *eDIRECT User Guide – User Administration*.
4. Document any Large Print and Braille security barcode discrepancies.
5. Notify the DTC of any discrepancies immediately.
6. If any student is taking a MAP Grade-Level Assessment out of district/building, or if the student is homebound, note the barcode number of the test book before delivering it to the testing site to ensure proper accounting of all test books when they are returned to the district.
7. Ensure all test books have been accounted for before they are shipped to DRC.
8. Follow the procedures in the Contaminated Test Materials section of this manual for any contaminated test materials.
9. Maintain the Accountability Form during the test administration.

Test Examiner

Count the number of Large Print and Braille books received and assign each test book to a student. Write the student's name and MOSIS ID on the front of each test book.

Document this information in preparation for returning the test books to the STC.

Contaminated Test Materials

Test materials are considered *contaminated* due to: a) a student health issue that affects the test book itself (blood, fluids, etc.) or b) contact with any potentially hazardous material. If test materials are contaminated, the Test Examiner should notify the School Test Coordinator for instructions for handling the contaminated materials since **all** printed testing material must be accounted for. The DTC, STC, or TE is responsible for transcribing the answers into the online system, and then the contaminated test materials must be securely destroyed at the test site by the DTC or STC. The DTC or STC should fill out the Missing Materials section of the Accountability Form to account for the contaminated test materials located under the Materials section of eDIRECT.

4.2 After Testing

Assemble Materials for Return and for Entry into INSIGHT

After testing has been completed, prepare materials to be returned to the School Test Coordinator. Check test books to make sure there are no sticky notes, staples, pins, paper clips, or tape of any kind on any pages. Check to make sure that no scratch or graph paper was left inside test books. Remove any extraneous material.

Transcription of Large Print, Braille, and Paper-and-Pencil Editions

After testing, student responses for Large Print, Braille, and paper-and-pencil editions **must** be transcribed into the INSIGHT testing software before the district's test window closes. It is recommended that transcription occur as soon after testing as possible. To transcribe responses requires the Test Examiner or other designated and authorized district or school personnel to log in to INSIGHT using the student's Test Ticket. Follow these steps to transcribe student answers:

1. In eDIRECT Test Setup, ensure that the student has been assigned the appropriate accommodation:
 - a. Paper-Based Assessment
 - b. Paper-Based Braille
 - c. Paper-Based Large Print
2. In eDIRECT Test Setup, assign the student to a test session and print his or her Test Ticket. Retain the Test Ticket rather than distributing it to the student.
3. After the student has completed the test on paper, use a device that has the INSIGHT client software installed and use the student's Test Ticket to log in to the student's test.
4. Begin transcribing student responses. Once you have finished, select End Test and Submit. The Test Examiner should then return all printed test materials to the STC.

Transcribe the student's responses as faithfully and as completely as possible using the following guidelines:

- Do not transcribe erased or crossed out words or marks.
- If a student's response consists of incomprehensible squiggles, marks, etc., which clearly are not words or word fragments, then leave the item blank.
- If a student's response is wholly or partly illegible, enter "ILLEGIBLE" for the entire response or for the part where applicable.
- If 50% or more of a student's response is written in any language other than English, then note "WRITTEN IN ANOTHER LANGUAGE" where applicable.
- If part of a student's response cannot be entered into INSIGHT, then leave that part blank.
- If no part of a student's response can be entered, then leave the entire item blank.
- Additional clarifying notes may be entered as needed if the item type allows text entry.

Arrange for the Return Shipment of Test Materials to DRC

DTCs MUST use DRC boxes to return Large Print, Braille, and Paper-and-Pencil test books; Braille Test Administrator notes; and Test Administration scripts for Large Print, Braille, or Paper-and-Pencil editions via UPS. Braille and Large Print Assessments are shipped to the district in a kit that includes boxes and labels necessary for returning testing materials. Paper-and-Pencil test books may be returned in the same shipping boxes with Braille and Large Print test books.

If the district downloaded Paper-and-Pencil test books, but did not order any Braille or Large Print test books, the DTC must order DRC boxes and return shipping labels via Additional Materials in eDIRECT. DRC is responsible for all return shipping costs for the Large Print, Braille, and Paper-and-Pencil test books; however, the DTC must make shipping arrangements at least 24 hours in advance of package pickup. Detailed information about the Additional Materials process can be found in the *eDIRECT User Guide – User Administration*.

Organize Materials for the District Test Coordinator

Instructions for the School Test Coordinator

Make sure that all Large Print, Braille, and Paper-and-Pencil testing materials, including Braille test administrator notes and test administration scripts, are received from each Test Examiner in the school. Contact any Test Examiner who delays returning student testing materials.

Follow these guidelines for packaging testing materials for the DTC:

1. Obtain Boxes

Test materials must be returned in the DRC boxes. Reuse the boxes in which the Large Print and Braille testing materials arrived. If the DTC does not have DRC boxes or needs additional boxes, the DTC can order these via Additional Materials in eDIRECT.

Prior to packing test materials, securely tape the bottom of each box to prevent breakage. Use three pieces of packing tape and overlap the tape. Make sure it wraps around the sides at least 2 inches.

2. Package Materials

Place the following materials in boxes in the order specified below, with the first items listed on the top in Box 1.

- Paper-and-Pencil test books (staple, paper clip, or band pages together to ensure loose pages are not lost)
- Braille test books
- Large Print test books
- Braille Test Administrator notes
- Test Administration scripts

3. Affix Shipping Labels

- Affix the green shipping labels to the boxes. Green labels should be placed on the top of the box on one of the flaps.
- Affix the UPS label to the boxes. UPS labels should be placed on the top of the box on the other flap.

Return shipping labels are scannable and cannot be photocopied. If more return shipping labels are needed, the DTC can order these via Additional Materials in eDIRECT.

4. Send Materials to the District Test Coordinator

- Do not seal the boxes of test books.
- The DTC will review the contents of each box.

Package and Ship Testing Materials

Instructions for the District Test Coordinator

Make sure that all testing materials are received from each school in the district. Contact any STC who delays returning school testing materials. Verify that the STC followed the instructions in this *Test Coordinator's Manual*.

If a box from an STC is received without a return shipping label on it, affix one of the blank District return shipping labels that were provided in the DTC's Package. Fill out the School information on the label to ensure correct processing.

Do **not** return the following to DRC:

- *Test Coordinator's Manuals*
- listening scripts (must be **securely** destroyed by district)
- scratch and/or grid paper used for the English Language Arts, Mathematics, and Science Assessments (must be **securely** destroyed by district)
- contaminated test materials (must be **securely** destroyed by district; see page 21 in this manual)
- unused return shipping labels

Check all materials from the STCs to ensure they have correctly followed the procedure described in this manual.

1. Add Packing Material

To avoid damage caused when materials shift during transit, add sufficient packing material to fill all voids and hold documents firmly in place. We strongly recommend using crumpled, recycled paper for this purpose. Do **not** use foam packing “peanuts” or “popcorn.”

2. Seal Boxes

Seal each box securely by overlapping three pieces of packing tape over the top and making sure it wraps around the sides at least 2 inches. This will prevent damage to the boxes and subsequent loss of test materials.

3. Schedule Testing Material Pickup

The DTC will return MAP Grade-Level Assessment testing materials via UPS. Contact UPS no later than May 30, 2017, to schedule your pickup date. Please allow 1–3 days for pickup of your test materials. All materials must be picked up no later than June 2, 2017.

Test materials must be returned via UPS in order to ensure secure tracking of materials.

Materials must be returned in a single shipment unless prior arrangements are made with DRC.

Instructions for scheduling the pickup of MAP Grade-Level Assessment testing materials:

- a. Ensure that each box has a green return shipping label and a UPS-RS label affixed.
- b. Keep all boxes for a school together and store the materials in a secure place until UPS arrives.
- c. If you do not have a daily scheduled pickup, call UPS at 1-866-857-1501. Tell UPS that you would like to schedule a pickup and that you have return service labels. Give the service representative the tracking number on one UPS return service label. This will let UPS know that DRC will be paying all return charges. Also, tell the service representative what day and time your packages will be ready.

NOTE: There is a tear-off portion of the UPS-RS label. You can retain the bottom portion of the label for your records, as it will contain the tracking number for the package.

d. Questions

For answers to any questions regarding the return procedures described in this manual, call the DRC dedicated MAP Service Line at 1-800-544-9868.

APPENDIX A: HANDLING STUDENT TRANSFERS AND CHANGES IN TESTING STATUS

Students Who Move Before or During the MAP Grade-Level Assessment Administration

<i>If . . .</i>	<i>then . . .</i>
a new student moves into the district:	Add the new student in eDIRECT. Then assign the student to the appropriate test session(s).* NOTE: If the DTC is unable to add the new student, the DTC must contact the MAP Service Line.
a student moves out of the district prior to or during the district test administration window:	Remove the student from any test session in eDIRECT. Do not log into the test and do not mark any status code(s) for the student.*
a student moves from one building to another building within the same district prior to testing:	The DTC should edit the student’s information in eDIRECT before the student begins testing so that the student’s scores report to the correct building. The DTC must move the student to a different test session in eDIRECT.*
a student moves from one building to another building within the same district after the student has begun testing:	The DTC should edit the student’s information in eDIRECT to update the student’s school and put the student in the new test session for the content areas they will test at their new school. NOTE: It is recommended that students complete all sessions for a content area at the same school.

*See the *eDIRECT User Guide – Test Setup*, available on the **Documents** page of eDIRECT, <https://mo.drctedirect.com>.

Please contact the DRC dedicated MAP Service Line at 1-800-544-9868 if there are any questions regarding moving a student within a school or district.

APPENDIX B: TEST TIMING GUIDELINES

Math Timing Estimates		
Grade/Session	Recommended Range (minutes)	Recommended Range (Total Test)
Grades 3–5 Session 1	35–50	1 hr 25 min–2 hr 10 min
Grades 3–5 Session 2	35–50	
Grades 3–5 Session 3 (PE)	15–30	
Grade 6 Session 1	35–45	1 hr 45 min–2 hr 15 min
Grade 6 Session 2	45–60	
Grade 6 Session 3 (PE)	25–30	
Grade 7 Session 1	20–25	1 hr 45 min–2 hr 15 min
Grade 7 Session 2	60–80	
Grade 7 Session 3 (PE)	25–30	
Grade 8 Session 1	15–20	1 hr 45 min–2 hr 15 min
Grade 8 Session 2	65–85	
Grade 8 Session 3 (PE)	25–30	

APPENDIX B: TEST TIMING GUIDELINES (CONTINUED)

English Language Arts Timing Estimates		
Grade/Session	Recommended Range (minutes)	Recommended Range (Total Test)
Grades 3–4 Session 1	45–80	1 hr 35 min–2 hr 50 min
Grades 3–4 Session 2	30–50	
Grades 3–4 Session 3	20–40	
Grade 5 Session 1	45–80	3 hr–4 hr 45 min
Grade 5 Session 2	25–45	
Grade 5 Session 3	20–40	
Grade 5 Session 4	90–120	
Grades 6–7 Session 1	45–80	1 hr 35 min–2 hr 50 min
Grades 6–7 Session 2	30–50	
Grades 6–7 Session 3	20–40	
Grade 8 Session 1	45–80	3 hr–4 hr 45 min
Grade 8 Session 2	25–45	
Grade 8 Session 3	20–40	
Grade 8 Session 4	90–120	

APPENDIX B: TEST TIMING GUIDELINES (CONTINUED)

Science Timing Estimates		
Grade/Session	Recommended Range (minutes)	Recommended Range (Total Test)
Grade 5 Session 1	45–55	1 hr 50 min–2 hr 25 min
Grade 5 Session 2	20–25	
Grade 5 Session 3	45–65	
Grade 8 Session 1	45–55	1 hr 50 min–2 hr 25 min
Grade 8 Session 2	20–25	
Grade 8 Session 3	45–65	



***Grade-Level Assessments
Test Coordinator's Manual***

