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

Spring 2018
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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

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accommodations</td>
<td>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.</td>
</tr>
<tr>
<td>Break/Pause</td>
<td>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.</td>
</tr>
<tr>
<td>Constructed-Response Item Type</td>
<td>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.</td>
</tr>
<tr>
<td>eDIRECT</td>
<td>DRC’s administrative platform from which district personnel will manage the assessments.</td>
</tr>
<tr>
<td>INSIGHT</td>
<td>DRC’s INSIGHT is the secure, browser-based test engine for the MAP Grade-Level Assessments.</td>
</tr>
<tr>
<td>Item</td>
<td>A test question or stimulus presented to a student to elicit a response.</td>
</tr>
<tr>
<td>Performance Event</td>
<td>Performance Events (PE) are included in the MAP Grade-Level Mathematics Assessments. The PEs are 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.</td>
</tr>
<tr>
<td>Selected-Response Item Type</td>
<td>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.</td>
</tr>
<tr>
<td>Session</td>
<td>A specific part of a test assigned to a specific student, which is grouped by Test Examiner according to the precode file.</td>
</tr>
</tbody>
</table>
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 Grade-Level Expectations. 2018 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 in grades 4 and 8. Mathematics 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 2018 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 2018 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 either three or four sessions. Grades 3, 5, and 7 have three sessions. Grades 4, 6, and 8 have four sessions. At grades 4 and 8, the first session will contain passage-based items. One of the passage sets will also contain a passage-based writing prompt that is scored with a ten-point rubric. All sessions contain selected-response and technology-enhanced items.

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 two sessions. Both sessions contain constructed-response items, multiple-choice items, and technology-enhanced items.

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 2018

<table>
<thead>
<tr>
<th>Event</th>
<th>Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>Precodes Due to DESE</td>
<td>Student Test Setup Available in eDIRECT</td>
</tr>
<tr>
<td>Window 1 - February 9, 2018</td>
<td>Window 1 - February 26, 2018</td>
</tr>
<tr>
<td>Window 2 - March 2, 2018</td>
<td>Window 2 - March 12, 2018</td>
</tr>
<tr>
<td>Window 3 - March 16, 2018</td>
<td>Window 3 - March 26, 2018</td>
</tr>
</tbody>
</table>

**Event**

- **eDIRECT test administration portal opens.**
  - **Schedule:** January 8, 2018

- **DTCs provide assessment test windows, purchase order numbers, and Large Print and Braille orders through eDIRECT Enrollments.**
  - **Schedule:** January 8, 2018—February 2, 2018. The deadline for ordering additional Large Print and Braille testing materials is May 14, 2018. Purchase Orders must be submitted to DRC at maphelpdesk@datarecognitioncorp.com by February 2, 2018.

- **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.**
  - **Schedule:** For more information on installing INSIGHT and the System Readiness Check please see Using the System Readiness Check in Volume IV of the INSIGHT Technology User Guide. The System Readiness Check must be completed for all testing devices before the statewide administration window begins on April 2, 2018.

- **STCs verify that all student accommodations and status codes are recorded through eDIRECT Test Setup.**
  - **Schedule:** February 26, 2018 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).**
  - **Schedule:** February 26, 2018–March 30, 2018. DTCs update assessment test windows by contacting DRC MAP Service Line. After March 30, 2018, 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 30, 2018; only test window extensions will be allowed with DESE approval. See section 3.1 for details on the Appeal Request process.

- **DTCs schedule pickup of Large Print, Braille, and paper-and-pencil test books.**
  - **Schedule:** May 29, 2018 is the deadline to schedule pickups. Materials must be picked up no later than June 1, 2018.

- **Test results and Individual Student Reports (ISRs) are available online via eDIRECT.**
  - **Schedule:** Please refer to DESE Administrative Memo CCR-17-010 https://dese.mo.gov/sites/default/files/am/documents/CCR-17-010.pdf.
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 MoVIP 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 Learner (EL) Students:** Students who have been in the United States for less than 12 cumulative months at the time of the test administration may be exempt from ELA assessments. Please indicate this exemption in eDIRECT by going to All Applications > Student Management > Manage Students. Once a student is selected, go to Testing Codes, check “Yes” in the box representing EL in the U.S. less than 12 cumulative months, under GL ELA. School districts will also need to validate their April Core Data to reflect the status of their EL students. EL students must participate in all other required assessments (i.e., Mathematics & Science) regardless of the length of time they have been in the United States.

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. 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 section 3.5 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 limited to:

  o **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, EL students may give their responses orally or in writing in their native language. Their responses must be translated into English and transcribed into INSIGHT.

  o 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.
Use of a Scribe: Scribes may be teachers, teacher aides, teacher assistants, or other school personnel who are appropriately trained and qualified. Translators for EL students may also act as scribes. Parents, school volunteers, student teachers, peer tutors, and other students may NOT act as scribes on Missouri’s Grade-Level Assessments.

Paper-and-Pencil Test Accommodation: See the Large Print, Braille, and Paper-and-Pencil Forms section in this manual for instructions concerning the paper-and-pencil accommodation procedures.

Large Print and Braille: See the Large Print, Braille, and Paper-and-Pencil Forms section in this manual for instructions concerning Large Print and Braille procedures.

Students Testing Out-of-District: Students receiving services in off-site placements (other districts, private agencies, correctional facilities, etc.) must be tested. They may be tested in those placements if necessary, or they may come to the school of residence if possible. The DTC from the district where the student resides must make arrangements for the student to test in the serving district/agency.

Out-of-district students may take the online or the paper-and-pencil edition of the MAP Grade-Level Assessment. If the student takes the paper-and-pencil edition, his or her responses must be transcribed into INSIGHT (see section 4.2 for transcription instructions). The DTC from the district of residence has several responsibilities in this process.

Additional guidelines for use of a scribe are located on the DESE website at http://dese.mo.gov/sites/default/files/asmt-scribing-guidelines.pdf. Refer to the Examiner’s Manuals for the appropriate code for scribing.
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 this 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 testing days (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 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 26, 2018, to March 30, 2018, by contacting the DRC MAP Service Line. After March 30, 2018, 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 30, 2018; only test window extensions will be allowed with DESE approval. See section 3.1 for more details on the Appeal Request process.
- 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.
- Prior to testing, update student demographic information in eDIRECT 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.

• 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:

• 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 eDIRECT, under **Student Management**, prior to testing.

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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.

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

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DRC’s dedicated MAP Service Line
1-800-544-9868
7:30 A.M. to 6:30 P.M. Central Time, Monday–Friday
• 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:
  o Student Test Tickets for each test session
  o Appropriate Large Print and Braille test books or access to paper-and-pencil editions as required per content area
  o 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.
Preparing for computer-based testing includes determining the physical layout of the testing room, training teachers and staff, and preparing students. Although DESE does not provide specific requirements for a testing room, it must be set up with test security in mind. Workstations must have adequate space between them so that students are not able to view one another’s screens.

Instructional materials must be removed or covered, including, but not limited to, information that might assist students in answering questions that is displayed on bulletin boards, chalkboards, dry-erase boards, interactive whiteboards, or charts (e.g., wall charts that contain literary definitions, maps, mathematics formulas, etc.).

District and School Test Coordinators, Test Examiners, translators, proctors, and any other district and/or staff who have testing responsibilities must follow test security procedures. The tests must not be read, scored, reviewed, photocopied, duplicated, scanned, transported by students, or made accessible to personnel not responsible for testing. Both written and/or verbal discussion of specific MAP Grade-Level Assessment items breach the security and integrity of the test and may result in an invalidation or loss of scores for accountability purposes.

Translators and transcribers who read student test items and answers must maintain test security at all times. Test items or answers must not be discussed with anyone at any time. When hard-copy editions of the test are not in use, they must be stored in a secure, locked location outside of the classroom. Large Print, Braille, and paper-and-pencil editions of the tests must be transcribed into INSIGHT and shipped back to DRC following the procedures in the Examiner’s Manual once testing is complete.

Test security and ethics also include standardized training for all District and School Test Coordinators, Test Examiners, translators, proctors, and any district and/or school staff who have responsibilities in testing. Trainings from DESE and manuals (including this manual) are provided for training purposes at http://dese.mo.gov/college-career-readiness/assessment/grade-level. This Test Coordinator’s Manual is also available on the Documents page of eDIRECT.
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.
- Download secure materials.
- Download software.
- 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. 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.
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 for each student, OR a tablet device with Internet access if a student will be testing on a tablet. Devices must have INSIGHT properly loaded and certified.
- Student Test Tickets provide 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

<table>
<thead>
<tr>
<th>Content Area</th>
<th>Session 1</th>
<th>Session 2</th>
<th>Session 3</th>
<th>Session 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>ELA</td>
<td>• Headphones are required for students using text-to-speech. • Writing Prompt Grades 4 &amp; 8 only</td>
<td>• Headphones are required for students using text-to-speech.</td>
<td>• Headphones are required for all students taking this session in grades 3, 5, &amp; 7.</td>
<td>• Headphones are required for all students taking this session in grades 4, 6, &amp; 8.</td>
</tr>
<tr>
<td>Mathematics</td>
<td>• Headphones are required for students using text-to-speech.</td>
<td>• Headphones are required for students using text-to-speech.</td>
<td>• Headphones are required for students using text-to-speech.</td>
<td>N/A</td>
</tr>
<tr>
<td>Science</td>
<td>• Headphones are required for students using text-to-speech.</td>
<td>• Headphones are required for students using text-to-speech.</td>
<td>N/A</td>
<td>N/A</td>
</tr>
</tbody>
</table>
Permitted Materials

- Scratch paper and grid/graph paper are allowed for all assessments.
- A physical calculator can be accessed for calculator-allowed items for the Mathematics assessments.
  - For grade 5 Science and grade 6 Mathematics assessments, a four-function calculator with square root and percentage functions is permitted.
  - For grade 7 Mathematics and grade 8 Mathematics and Science assessments, 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 writing prompt sessions (Grades 4 & 8, session 1). EL students may use an English or a bilingual dictionary and thesaurus as needed during these sessions.
- A Periodic Table of the Elements can be copied from the Examiner’s Manual or printed from the Documents page of eDIRECT, https://mo.drcedirect.com.

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
- As a part of your board approved assessment plan, each district shall have a cell phone policy in place that ensures both test security and test validity. Each classroom is expected to follow the district cell phone policy.
Assessment Materials and Training for Test Examiners

- *Examiner’s 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. 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 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 26, 2018, to March 30, 2018, by contacting the DRC MAP Service Line. **After March 30, 2018,** 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 30, 2018; only test window extensions will be allowed with DESE approval.

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

Please include:

- Date
- District Name
- County District Code
- Rationale for your request to extend the testing window, including requested extension dates
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 only if a student is discovered cheating. To do so, select the “Teacher Invalidation” box for the affected content area in eDIRECT. (See the eDIRECT User Guide for instructions.) This box invalidates all sessions of the content area.

If the “Teacher Invalidation” box 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 invalidatedsetDescription 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.

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. Printed materials with student identifiable information, with the exception of printed test books, must be securely shredded. Printed test books must be returned to DRC. See section 4.2 for details.
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. Please refer to DESE Administrative Memo CCR-17-010 [link](https://dese.mo.gov/sites/default/files/am/documents/CCR-17-010.pdf).

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 16–June 22, 2018. 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 three weeks after ISRs and student data become available in eDIRECT. 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 2018 testing. Large Print and Braille forms may be ordered online via eDIRECT during the enrollment period, January 8, 2018, to February 2, 2018. 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.

Once the PDF downloads, it is available for printing.

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

<table>
<thead>
<tr>
<th>Reason</th>
<th>Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student has IEP/504 Plan that allows use of Paper/Pencil Assessment</td>
<td>Mark code A102 for Paper/Pencil Based Assessment</td>
</tr>
<tr>
<td>EL student is using the Translation tool ($109) or Read Aloud – Native Language ($111) and the translator needs access to the assessment prior to administration to conduct translation services</td>
<td>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. <strong>NOTE:</strong> There is a $15 charge to the district for each printed Paper/Pencil assessment not required by an IEP.</td>
</tr>
<tr>
<td>Student is in an off-site non-district building (e.g., hospital, juvenile facility, etc.) and cannot take the assessment online</td>
<td>Mark code S112. <strong>NOTE:</strong> There is a $15 charge to the district for each printed Paper/Pencil assessment not required by an IEP.</td>
</tr>
<tr>
<td>Student has Read Aloud – Human Reader and the examiner would like to read from a Paper copy of the assessment</td>
<td>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. <strong>NOTE:</strong> There is a $15 charge to the district for each printed Paper/Pencil assessment not required by an IEP.</td>
</tr>
</tbody>
</table>
Large Print and Braille Materials

Large Print and Braille forms can be ordered online via eDIRECT. Material orders must be placed between January 8, 2018, and February 2, 2018. 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 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. For security reasons, DESE recommends a second trained staff member be present to verify all transcriptions.

5. 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.
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 section 4.1 under Contaminated Test Materials 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 29, 2018, 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 1, 2018.

   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

<table>
<thead>
<tr>
<th>If . . .</th>
<th>then . . .</th>
</tr>
</thead>
<tbody>
<tr>
<td>a new student moves into the district:</td>
<td>Add the new student in eDIRECT. Then assign the student to the appropriate test session(s).*</td>
</tr>
<tr>
<td>NOTE: If the DTC is unable to add the new student, the DTC must contact the MAP Service Line.</td>
<td></td>
</tr>
<tr>
<td>a student moves out of the district prior to or during the district test administration window:</td>
<td>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.*</td>
</tr>
<tr>
<td>a student moves from one building to another building within the same district prior to testing:</td>
<td>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.*</td>
</tr>
<tr>
<td>a student moves from one building to another building within the same district after the student has begun testing:</td>
<td>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.</td>
</tr>
<tr>
<td>NOTE: It is recommended that students complete all sessions for a content area at the same school.</td>
<td></td>
</tr>
</tbody>
</table>


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

**Spring 2018 Timing Guidelines – MAP Grade-Level**

<table>
<thead>
<tr>
<th>Grade</th>
<th>Session 1</th>
<th>Session 2</th>
<th>Session 3</th>
<th>Session 4</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>3 ELA</td>
<td>50–80 minutes</td>
<td>20–40 minutes</td>
<td>20–35 minutes Listening Strand – Headphones required</td>
<td>90–155 minutes</td>
<td></td>
</tr>
<tr>
<td>3 Math</td>
<td>35–45 minutes Calculators not allowed</td>
<td>35–50 minutes Calculators not allowed</td>
<td>15–30 minutes Performance Event Calculators not allowed</td>
<td>85–130 minutes</td>
<td></td>
</tr>
<tr>
<td>4 ELA</td>
<td>100–130 minutes Writing Prompt</td>
<td>50–80 minutes</td>
<td>15–25 minutes</td>
<td>20–35 minutes Listening Strand – Headphones required</td>
<td>185–270 minutes</td>
</tr>
<tr>
<td>4 Math</td>
<td>35–45 minutes Calculators not allowed</td>
<td>35–50 minutes Calculators not allowed</td>
<td>15–30 minutes Performance Event Calculators not allowed</td>
<td>85–130 minutes</td>
<td></td>
</tr>
<tr>
<td>5 ELA</td>
<td>50–80 minutes</td>
<td>20–40 minutes</td>
<td>20–35 minutes Listening Strand – Headphones required</td>
<td>90–155 minutes</td>
<td></td>
</tr>
<tr>
<td>5 Math</td>
<td>35–45 minutes Calculators not allowed</td>
<td>35–50 minutes Calculators not allowed</td>
<td>15–30 minutes Performance Event Calculators not allowed</td>
<td>85–130 minutes</td>
<td></td>
</tr>
<tr>
<td>5 Science</td>
<td>30–45 minutes*</td>
<td>30–45 minutes*</td>
<td></td>
<td></td>
<td>60–90 minutes*</td>
</tr>
<tr>
<td>6 ELA</td>
<td>30–50 minutes</td>
<td>30–50 minutes</td>
<td>20–30 minutes</td>
<td>20–35 minutes Listening Strand – Headphones required</td>
<td>100–165 minutes</td>
</tr>
<tr>
<td>6 Math</td>
<td>35–45 minutes Calculators not allowed</td>
<td>45–60 minutes Calculators allowed</td>
<td>40–45 minutes Performance Event Calculators allowed</td>
<td>120–150 minutes</td>
<td></td>
</tr>
<tr>
<td>7 ELA</td>
<td>50–85 minutes</td>
<td>20–30 minutes</td>
<td>20–35 minutes Listening Strand – Headphones required</td>
<td>90–150 minutes</td>
<td></td>
</tr>
<tr>
<td>7 Math</td>
<td>20–25 minutes Calculators not allowed</td>
<td>60–80 minutes Calculators allowed</td>
<td>40–45 minutes Performance Event Calculators allowed</td>
<td>120–150 minutes</td>
<td></td>
</tr>
<tr>
<td>8 ELA</td>
<td>100–130 minutes Writing Prompt</td>
<td>50–80 minutes</td>
<td>15–25 minutes</td>
<td>20–35 minutes Listening Strand – Headphones required</td>
<td>185–270 minutes</td>
</tr>
<tr>
<td>8 Math</td>
<td>15–20 minutes Calculators not allowed</td>
<td>65–85 minutes Calculators allowed</td>
<td>40–45 minutes Performance Event Calculators allowed</td>
<td>120–150 minutes</td>
<td></td>
</tr>
<tr>
<td>8 Science</td>
<td>30–45 minutes*</td>
<td>30–45 minutes*</td>
<td></td>
<td></td>
<td>60–90 minutes*</td>
</tr>
</tbody>
</table>

*Science times are estimations as they are part of a full-census field-test.