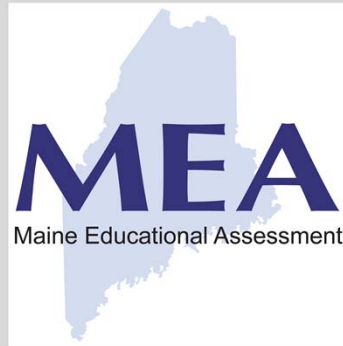


Spring 2017 MEA Science Test Coordinator & Test Administrator Training



Welcome to the Spring 2017 MEA Science Test Coordinator and Test Administrator Training webinar. My name is Shelby Pouliot from Measured Progress and I will be presenting this training.

Contact Information

Maine Service Center

(866) 615-2745

Hours of Operation

Monday – Friday

8:00am – 4:00pm



2

If you have any questions from this presentation about Test Administration, please contact the Maine Service Center at 866-615-2745. The Hours of Operation during test administration are Monday thru Friday. 8:00am- 4:00pm.

MEA Science Overview

- Science testing is required, but is not part of Accountability determination
- Science test administrations at grades 5, 8 and 3rd year high school
- Measures science content standards
 - D “The Physical Setting” and
 - E “The Living Environment”

of the MLR Parameters for Essential Instruction

In this presentation, we will be discussing the MEA Science assessment and the roles and responsibilities of both the Test Coordinator and the Test Administrator. The MEA is a criterion-referenced science test. The three grades that participate in the assessment are grades 5, 8 and third-year high school. Items on the MEA are developed specifically for Maine and are directly linked to Maine’s science content standards. These content standards are the basis for the reporting categories and are used to help guide the development of test items.

Science Test Design

Grades	Total Items Per Student		Base Testing Time	Common Score Points	% of Score Points from CRs
	MC	CR			
	MC	CR	1	1	
5	40	5	90 min	48	33%
8	48	5	105 min	56	29%
HS	48	5	100 min	56	29%

Plan for additional time:

- 5-15 minutes for test distribution and instructions
- 15 minutes for the student questionnaire



4

The MEA Science Assessment contains Multiple Choice and Constructed Response items. Multiple choice items are worth 1 point and constructed response items are worth 4 points. The table on this slide details the number of items the student takes at each grade, base testing time, common score points, and the percent of the score points that come from constructed response items. Common items are the items that are taken by all students in a given grade level. ****Note that the use of released MEA Science items to prepare students to respond to multiple-choice and constructed-response items is appropriate and encouraged. ****

Science Test Sessions

■ Grade 5

- 3 sessions of 30 minutes each – 10 minutes additional time
- Student Questionnaire – 15 minutes

■ Grade 8

- 3 sessions of 35 minutes each – 10 minutes additional time
- Student Questionnaire – 15 minutes

■ High School

- 2 sessions of 50 minutes each – 10 minutes additional time
- Student Questionnaire – 15 minutes



5

The Grade 5 assessment is composed of three sessions that have a base testing time of 30 minutes each. Grade 8 also has three sessions with a base testing time of 35 minutes each. The High School assessment only has two sessions, but the base testing time is about 50 minutes for each session. If students need additional time beyond the allotted base times, you may extend the session by 10 minutes.

As stated in the previous slide, please plan for additional time of about 5-15 minutes for the distribution of test materials and giving instructions.

At the end of each grade's assessment, there is a student questionnaire. Please plan for about 15 minutes, for the student questionnaires.

Refer to your *Test Administrator Manual* for a detailed testing session and timing chart for each grade. You can find this information on page 7 for grades 5 & 8 and page 6 for high school.

PLEASE NOTE: each session must be administered simultaneously to **all** students in a grade in a school.

Infinite Campus State Edition

- Data of Record for all reports
- Infinite Campus Verification
- Key Dates for ICSE student data updates
 - Student labels are based on enrollments in ICSE as of February 17, 2017.
 - Final data for reporting will be based on ICSE demographic data as of April 14, 2017.
- Students must be exited from your enrollment as of the last day they are counted for attendance.

The official student data of record, except for accommodations, will be supplied by Infinite Campus State Edition (ICSE) for all 2016-17 MEA assessment reports. It is essential that schools keep their ICSE data current. Student label data, for use on the MEA answer booklets, is based on February 17, 2017 enrollment in ICSE for your school. Student reporting data is based on April 14, 2017 enrollment in ICSE for your school.

Key Administration Dates

- Materials will be shipped to all **High Schools** on **March 21, 2017**
- Materials will be shipped to all **5th & 8th** grade schools on **April 6, 2017**
- Call Maine Service Center if materials have not arrived by noon on **March 23, 2017** (High School), or **April 10, 2017** (Grades 5 & 8)
- **High School** test administration dates are **April 4 – April 14, 2017**
- **5th & 8th** grade test administration dates are **April 24 – May 5, 2017**
- **High School** UPS materials pick up scheduling window: **April 14 or April 17, 2017**
- **5th & 8th** grade UPS materials automatic pick up: **May 8, 2017**



7

Test Coordinators - Please note the Key Administration Dates: Materials will be shipped from Measured Progress for high school on March 21, 2016. If you have not received materials by March 23rd, please call the Maine Service Center. Materials will be shipped from Measured Progress for grades 5 & 8 on April 6, 2017. If you have not received materials by April 10th, please call the Maine Service Center. The phone number can be found in the Principal/Test Coordinator manual at the end of this presentation. For grades 5 & 8, materials will need to be ready for UPS pick up on Monday, May 8th. This is a prescheduled delivery; you do not need to contact UPS. If the materials are not picked up, please contact the Maine Service Center.

Because of timing of school vacation this year, the test coordinators for those taking the high school assessment will need to schedule their material pick up through iServices for April 14th or April 17th. Instructions to do this will be included in the shipment of test materials.

Roles

Two Primary Roles – manuals for each

- Test Coordinator (principal, guidance, etc.)
- Test Administrators (teachers, ed. techs)

This presentation highlights some key areas of both roles, but is not intended to replace the content of the *MEA Principal/Test Coordinator Manual* and the *Test Administrator Manuals* for paper and pencil testing which will be included in test shipments.

The two roles for the MEA administration are:

Test Coordinators: this role is usually the principal, assistant principal or guidance counselor who coordinates the administration

Test Administrators: administer the test to students and typically this is a role that teachers fill.

The manuals are available, for both roles, in your test shipment and on the department's website. There is a principal/test coordinator manual for the overall administration and a test administrator manual for each grade. You should receive a sufficient number of test administrator manuals for your school. The ratio is approximately 1 manual to 13 students. Additional manuals may be printed from the MEA website.

Inventory Materials: Test Coordinators

- Alert office and facilities staff – expect materials to arrive via UPS
- All boxes may not arrive on same day
- Open and inventory immediately using Material Summary Form (checklist for received and returned materials)
- Order additional materials via the Maine Service Center or online at www.iservices.measuredprogress.org
- Make sure to reseal and secure boxes of test materials until needed for testing



9

Let your office staff know when materials are expected to arrive, so that you can secure them as soon as they are in your building. You will receive at least one box per grade that tests in your school. The boxes may not arrive on the same day. The materials ship by grade. For example, your grade 5 box may arrive before a grade 8 box. Please contact the Maine service center, if you do not receive your materials by the dates mentioned on the Key Administration Dates slide. Please be sure to inventory materials AS SOON AS you receive them using the material summary located in each grade's box. Report any discrepancies to the Service Center. Make sure you have enough materials for all students enrolled in you school. As stated before, the enrollments and student labels are based on the February 17th data from ICSE. If you find you need additional materials, you may call the Maine Service Center or go online to iservices.measuredprogress.org to order more test booklets. It is important to call early, so materials can be delivered prior to your test date. Once you have inventoried your materials, reseal the boxes and store them in a secure place until test day. This ensures that no one will have access to the testing materials until test day.

Out of School Placements

What if we need to test a student who is attending a regional program or a Special Purpose Private School (SPPS)?

Regional Program	Supply testing materials in a secure manner to the regional program and ensure secure return to your school for shipping back to Measured Progress by April 17, 2017 (for high school) or May 8, 2017 (for grades 5 & 8)
Special Purpose Private School	Testing materials will be supplied directly to the SPPS and returned by them – check to ensure that testing is planned, that the SPPS has received test materials, and they are testing students at the correct grade level



10

Out-of-School Placements -- What if we need to test a student who is attending a regional program or a Special Purpose Private School (SPPS)? All materials are coded to your school, so please do not exchange materials with other schools. If you have a student who is attending a regional program that does not receive testing materials, you may securely transport materials to the program, but please make sure the materials are returned to you and are included in your return shipment in time for the return shipment date. If you do need to send materials to a regional program, please do so in a secure manner as your school is responsible for the return of those test materials.

Special Purpose Private Schools WILL receive testing materials, so it is best to check with the school to see if they have received materials and to make sure testing is planned BEFORE sending your testing materials to that school.

Preparing for Testing

The **test coordinator** will provide the **test administrator** with a prepared set of test materials for the students the **test administrator** is assigned to test.

- Do not separate the answer booklets from the test booklets since they are paired by test form.
- Ensure that each booklet has been clearly assigned to a specific student.
- Confirm that there are sufficient #2 pencils and students have books to read in case they finish early.
- If administering the test to a small group of students for read-aloud accommodations, the test administrator needs to confirm that the same form of the test has been given for all of the students.



11

It is very important to count the materials provided to you as soon as you receive them. Report any discrepancies right away. Make sure you have enough test materials for all students. Please do not separate answer booklets from the test booklets during testing. Form numbers are located on the covers of each booklet. The form number on the test booklet should match the form number of the answer booklet.

If you are testing a group of students that require the read-aloud accommodation, confirm that you have the same form number for all students in your group and that the administrator also has the same form to read from. During the first session, the students will write their names on both the test booklet and answer booklet. If you are not testing sessions back to back, make sure student have their own booklets when you begin the remainder of the sessions.

We suggest that test coordinators apply labels following testing, however, if your school chooses to apply student labels before testing, test administrators need to make sure the students receive their own booklets. Only the answer booklet requires a student label. For additional information about preparing for testing, please refer to of the *Test Administrator Manual*: pages 7-9 for Grades 5 & 8 TAM and Pgs. 6-8 in the HS TAM

Preparing the Test Site

- It is important to ensure that students are not advantaged or disadvantaged by their testing environment.
- Students should have sufficient space and should not be able to see others' answer booklets.
- All reference materials, including those on the classroom walls, must be removed or covered.

Preparing the test site -- It is important to ensure that students are not advantaged or disadvantaged by their testing environment -- Students should have sufficient space and should not be able to see others' answer booklets. -- All reference materials, including those on the classroom walls, must be removed or covered. Please make sure students will not be testing in hallways or cafeterias where they may be distracted.

Preparing the Test Site

What if my classroom is filled with reference materials that would be extremely difficult to remove during testing?



In order to provide a consistent test administration, these materials **MUST** be removed or covered. This includes materials posted on walls, taped to desks, prompts for individual students, etc. Leaving these materials accessible to students is a violation of testing procedures.



Consider creative ways to make these materials unavailable. Have students temporarily tape newspaper over large posted materials. Turn desks around. Post motivational signs over the reference materials. Remember to prepare your classroom ahead of testing.

What if my classroom is filled with reference materials that would be extremely difficult to remove during testing? All science reference materials should be covered or removed from the classroom. Some schools have made this a fun activity for the students using newspaper to cover the diagrams or charts that relate to science. This ensures that all students have a standard testing environment and no students have advantages over others.

Preparing for Testing

Shortly before testing, **test administrators** should....

- identify a secure, locked location for storing test materials between test sessions
- encourage students to bring something appropriate to read if they finish a test session early
- familiarize yourself with the session scripts that you will read to students during testing
- post a “Testing - Please do not disturb” sign on the classroom door

Preparing for Testing

REMINDER:

Although reviewing prior years' released items may familiarize students with the test format, using the current year's test materials is a violation of test security and testing procedures.

Responsibilities During Testing

Test Administrators will:

- Ensure that students use only the test materials assigned to them
- Follow the scripts and instructions in the Test Administrator Manual to ensure a standardized testing environment
- Provide comfortable and adequate workspaces
- Provide accommodations as determined by the student's educational team prior to testing
- Maintain the security of test materials between sessions
- Notify your test coordinator when a student misses a session or of any other testing irregularities

Remember: Do not allow students to handle test materials except when the student is actively testing. (For example, a student should not be handed a test booklet and told “take this to your testing location.”)

Giving Directions to Students

- At the beginning of each test session, you will read scripted general test directions to all students. The scripts must be read exactly as they are written.
- During the introduction to a session:
 - you **may** repeat scripted directions for students as needed,
 - you **may** check for understanding of scripted test directions before proceeding, and
 - you **may** answer questions the students have about the directions.

Monitor Students During Testing

During testing,

- walk around the room to ensure students are working independently.
- check to be sure students are working in the correct session, marking answers in the appropriate answer spaces, and are stopping when they reach the stop sign at the end of the session.

Monitor Students During Testing

During testing:

- you may answer questions about the directions found inside the test booklet (Ex: 'Write your answer to number 15 on page 4', 'Go on to the next page', or 'Stop'.)
- you may, upon student request, pronounce single words only.
- you may not read entire sentences to students.

Important Reminders for Test Administrators

- Test Administrators may not help students in any way, except during the general instructions, Student Questionnaire, or as specified in the *Test Administrator Manuals*. Under no circumstances are students to be prompted to revise, edit, or complete any test questions during or after testing except as indicated in the test administration scripts.
- When **students** attempt to turn in their answer booklets prior to the end of a test session, test administrators should instruct students to first recheck their answer booklet for unintentionally skipped items, stuck pages, or misplaced answers before accepting the answer booklets.
- Once a student has completed a session and has handed in his or her student answer booklet, test administrators or coordinators may not look through the booklets to view student responses.



20

You **may not** assist the students in any way with test questions. You may help them with the directions, but you may not instruct them to revise their answers or assist them with test questions in any way. You **may not** look through student answer booklets and ask students to check specific answers; however, you may instruct **all** students to check their work for missed questions, stuck pages, or misplaced answers.

What if...

**...a student arrives for testing with an injury to his/her arm?
Does the student still need to be tested?**



Yes. The student may utilize a Response (R) accommodation following a quick consultation with the principal and parents (abbreviated team meeting).

Yes, as the weather improves and students get outside, we see more instances of broken arms and fingers. If a student has an injury to their writing hand and cannot write, a test administrator can transcribe the answers into the student answer booklet for them. Please consult with the principal/test coordinator and the parents to confirm use of this accommodation.

What if...

...as you are monitoring the students, you discover a student has worked beyond the expected stopping point for a session?

Hopefully, this will not happen since you will be actively monitoring students during each test session, but if it does please follow these steps:

- Step 1: Instruct the student to stop right away and collect the test materials.
- Step 2: Record which question the student answered last.
- Step 3: After the session is over, speak with the student about stop signs.
- Step 4: Remind the student not to discuss any items with other students.
- Step 5: When testing resumes, the student may work forward from their earlier stopping point, but may not change the answers to any questions previously answered.

Reminder: The **test coordinator** should contact the DOE if a student inappropriately shares information about questions in upcoming sessions with other students.



22

Hopefully, this will not happen since you will be actively monitoring the students during each test session. **If** you notice that a student has worked beyond the stop sign in the session, instruct the student to stop, record the item that they were last working on, and speak with the student about the stop sign at the end of each session. Remind the student that they may not discuss any test questions with other students. When you resume testing, the student may work forward from where they left off, but should not return to answered questions or change their answers.

What if...

...midway through a test session an unexpected interruption occurs? When testing is resumed should the student(s) pick up where the interruption occurred?



Inform your test coordinator of the situation as soon as possible. The test coordinator should contact the DOE for guidance. There are many factors to consider in order to determine the correct response depending on the situation. Has the student been exposed to items the student hasn't answered yet? Has the student had an opportunity to discuss the test session with other students? How soon will it be possible to resume testing?

We hope that testing will not be scheduled during routine fire drills, but if you do have an unexpected interruption to testing, please contact your test coordinator for guidance.

What if...

...you notice while monitoring a test session that a student's answer extends outside of the answer space? Can the student erase the answer and rewrite it so it will fit?



No. Do not have the student erase any answers.



Please remind the student that his or her answer must fit in the answer box.

If a student's response extends beyond the answer space, the parts outside of the answer space will not be scored. Remind students to fit their answers into the spaces provided.

What if...

...a single student needs extra time and an extra time accommodation was *not* planned for ahead of time?



- Don't let yourself be put in this situation. If a student may need additional time, approve and plan for the accommodation before testing begins. Remember, just because the accommodation is approved in advance does not mean that the student must use the extra time.
- If you do find yourself in this situation, contact your test coordinator and have him or her immediately contact the DOE for instructions.

Accommodations for students should be pre-planned and should be used by the student every day in the classroom. **If** a student usually receives extra time, this should be planned for during test administration. However, if a student completes the test and does not require extra time, they do not need to sit for the extra time. If a student who normally does not require additional time does need it during testing, please have the test coordinator contact the MDOE for guidance.

Test Security & Ethics

Principal/Test Coordinator's Responsibilities:

- Standardized administration
 - Provide training to staff to:
 - follow manuals,
 - read scripts,
 - administer sessions in order,
 - test concurrently within a grade,
 - follow allowable time limits,
 - provide accommodations
- Ensure that science-related reference materials on walls/desks are covered or removed
- Calculators, cell phones, computers and other digital or electronic devices are not permitted
- Monitor during testing

To enforce test security, it is the responsibility of the test coordinator to provide training to the test administrators. Please instruct them to follow manuals, read scripts verbatim, administer sessions in order, test concurrently within a grade, follow allowable time limits and provide accommodations to those students who need it. Test coordinators will need to ensure that test administrators are covering all reference materials, restricting the use of electronic devices and that they are actively monitoring during testing.

Test Security & Ethics

Principal/Test Coordinator's Responsibilities:

Materials Security

- Use tracking forms as appropriate
- Ensure that secure test materials are not used to prepare students for testing in any way
- Do NOT allow students to carry test booklets anywhere
- Keep track of the test administrator copies of the test booklets distributed for "Read Aloud" accommodation

This next slide details steps to take for Material Security. Please use tracking forms as appropriate. Directions on the use of tracking forms can be found on page 13 of the Principal/Test Coordinator Manual. These can be used to keep an inventory of materials. It is important to not allow students to carry test booklets anywhere. There may be extra booklets used by test administrators for students who require the "Read Aloud" Accommodation. Please refer to the Principal/Test Coordinator Manual (pg. 8 & 18) for directions and protocol of handling these test booklets.

Test Security & Ethics

Breaches In Test Security

Any concern about breaches in test security or noncompliance with test administration procedures must be reported **immediately** to the test coordinator and/or principal, who is responsible for immediately reporting the concern to the district superintendent and the Department of Education testing coordinator:

Nancy Godfrey, Assessment Coordinator
207-624-6775

Accommodations

REMINDER:

Testing accommodations must be approved by an educational team for individual students; they are not designed for use with entire classrooms. They should not give students unfair advantages. Rather they are meant to remove barriers that may exist due to an individual student's learning style or disability.

Accommodations

Test Coordinators will:	Test Administrators will:
oversee the determination of approved test accommodations by an educational team.	need to be able to appropriately administer the accommodations required for the students assigned to them.
train ALL test administrators on specific accommodations and provide a copy of all permitted accommodations for each student.	appropriately and accurately document the accommodations that were used by a student.

Please review the *MEA Accommodations Guide* located at: <http://www.maine.gov/doe/mea/administration/index.html> for detailed information about accommodations.

Accommodations

- **Read Aloud (P3)** – use an extra copy of test booklet for test administrator (same form number)
- **Large-Print (P7)** – Special instructions in packet. Test administrator transcribes responses into standard answer booklet.
- **Braille (P8)** – Special instructions in packet. Test administrator transcribes responses into standard answer booklet.

Read Aloud (P3) test administrators will use an extra copy of test booklet to read aloud to the student. It must be the same form number as the one given to the student. **Large-Print (P7)** There will be special instructions that come in the Large Print packet. If the student is not able to write their answers in the standard answer booklet, a test administrator transcribes responses into standard answer booklet. **Braille (P8)** also has special instructions included in the packet sent to the school. The assigned test administrator transcribes responses into a standard answer booklet. If you have a new student in your school that requires these accommodations, contact the Maine Service Center to order the materials.

Accommodations

- Accommodation R4 allows students to answer test items on separate paper, a computer, or similar device. Like all accommodations, it is intended to be used on an individual basis – not for entire groups of students.
- Student responses generated on a computer must be printed out, stapled and included with the student's answer booklet. Each printed page must include:
 - student's name,
 - student's state identification number (from ICSE),
 - school name
 - test session number, and
 - question number.

For students completing typed responses: Make sure all required information is on each page. Staple all pages together and insert them into the answer booklet. Please do not staple the pages to the answer booklet. Return the answer booklet with the inserted packet into the special handling envelope and include a note on school letterhead indicating that the reason the booklet is being returned in the special handling envelope is because the answer booklet contains typed responses. *Please refer to the Test Administrators Manual for detailed specifications for the computer printouts.*

Special Considerations

If a student can participate in instruction, the student can participate in the MEA.

Five Categories:

- Medical Emergency/Serious Illness
- Severe Emotional Distress
- Death in the Immediate Family
- Agency Involvement
- Exigent Circumstances

Refer to the Operational Procedures for the MEA located at:
<http://www.maine.gov/doe/mea/administration/index.html>



33

Special Considerations – If a student can participate in instruction, the student can participate in the MEA. The Special Considerations form and Operational Procedures can be found at the website listed on this slide. Any questions about these procedures need to be referred to Nancy Godfrey, the Assessment Coordinator at the Department of Education.

After Testing

Test Administrator Responsibilities:

- Ensure that a test and answer booklet has been collected from every student, in addition to the copy you used during test administration.
- Follow the detailed instructions in the Test Administrator Manual when preparing your set of test materials for delivery to the test coordinator.
- Provide student accommodation information on page 2 of the answer booklets if instructed by your test coordinator.
- Confirm that any answers requiring transcription have been properly transcribed and no additional pages have been taped, stapled, pasted, or otherwise attached to the answer booklets.

Before returning materials the test administrator needs to ensure that you have a test and answer booklet for each student, you have accounted for all materials, you have administered make-up testing to any students who missed sessions, if asked to do so, you have marked accommodations used on page 2 of the student answer booklet. No pages that are wet, torn, stapled, or taped to the answer booklet and please bring any issues to your test coordinators attention. Our scanners are similar to photocopiers, so if you think the booklet would get stuck in a photocopier, please utilize the special handling envelope for return. Additional information is included in the *Test Administrator Manual*.

Preparing Test Materials for Delivery

- This is a final opportunity for the test administrator to confirm that all necessary documentation has been completed and all secure materials are being returned in good condition.
- Attach a detailed note on any test materials that may require special handling, such as:
 - torn booklets,
 - booklets that are damaged or got wet during testing, or
 - multiple test forms or answer booklets used by one student.
- Deliver all secure testing materials to the test coordinator, along with a reminder of any students who missed sessions and have not yet taken makeup sessions.

Preparing Test Materials for Delivery --Test Administrators, before you return all test materials to your test coordinator, please take one last chance to check all booklets for damage and note any issues. Please check the classroom used for testing to be sure no materials were left behind – nothing fell into the trash barrel or was put into a drawer. Account for all booklets given to you and be sure you have a booklet for each student tested. If a student typed responses due to an accommodation, follow the instructions in the manual describing the required information for each page and include the answer booklet, typed pages, and a note on school letterhead in the special handling envelope. Answer documents for all other accommodations may be placed in the regular handling envelope. This includes answer booklets that were used with the large-print version of the test. Remember to bubble the accommodations on page 2 and to return both the large print and standard test booklets.

Principal Certification of Proper Test Administration (PCPA)

- If your school will test multiple grades, the Principal/Test Coordinator Manual and instructions for completing the and questionnaires online will be found in the lowest grade box.
- Keep Material Summary Form to complete PCPA online – materials used, received, and returned

A necessary step in the prep to sending materials back to Measured Progress will be to complete the Principal Certification of Proper Test Administration. There will be a PCPA instruction sheet (on colored paper) and the principal/test coordinator manual included in your shipment. They will be located in the lowest grade box for your school. Use the material summary for inventory and to complete the PCPA following testing. Test Coordinators will need to know how many answer booklets were used, in other words, how many students tested. You will also need to know the total number of booklets received and returned. There is a comments box on the online form for any notes; completing the PCPA helps ensure that all test materials are accounted for.

Packing

- Instructions for packing in Principal/Test Coordinator Manual
- Pack only **one grade per box**
- Material Summary Form – Use to complete the PCPA and keep for school records
- Complete PCPA online (# of used, received and returned materials and signature)
- Complete the online Principal/Test Coordinator Questionnaire, Teacher Questionnaire, and Science Department Chair Questionnaire
- No hazardous materials returned

Test Coordinators will need to follow the instructions for packing materials found in the manual. The used answer booklets are placed in THE white plastic envelope marked “For return of used answer booklets.” This envelope goes on the top of the box; If you used the special handling envelope for computer generated responses or for damaged booklets, that envelope goes below the regular handling envelope; All other secure and unused materials should be placed in the bottom of the box; Each grade should be packed in **its own box** – even if your materials for all grades could fit into one box. Use the boxes that the materials came to you in. Place the UPS return service label in the shipment **OVER** the previous UPS label. If you leave the previous label showing, *or do not apply the return service label provided*, the box may come back to you; Use (pause) the material summary with your inventory and the PCPA instructions to complete the PCPA online. Complete the Principal Questionnaire online; Have your science teachers complete the Teacher Questionnaire. The teacher questionnaires include questions about your school’s science program, so these questionnaires should be completed by your science teachers, not test administrators. The instructions for both questionnaires are available in the manuals and on the PCPA instructions sheet. A copy of the questionnaire questions are located in the manuals if you would like to review them before going online.

NEW this year: UPS Pick Up Instructions for High School Coordinators

- The Test Coordinator for High Schools must schedule their own UPS pick-up. Instructions for scheduling this pick-up will be enclosed on an **orange sheet of paper** in the shipment of testing materials to each school.
- All materials must be picked up by Monday, April 17, 2017. In order to meet this deadline, Test Coordinators **must schedule their UPS pickup by 2 p.m. on Friday, April 14, 2017.**
- If materials are not picked up by April 17, 2017, please contact the Maine Service Center (866-615-2745) for assistance.

UPS Pick Up Scheduling Instructions (for High Schools only)

Instructions for Scheduling UPS Pick-up

1. Go to <https://services.measuredprogress.org>.
2. Select **Maine Science** from the drop-down menu, and then select the **UPS Pickup Request** option on the left side menu.
3. Choose the appropriate administration from the drop-down menu.
4. Enter the RS tracking number found on your UPS RS Label.



5. Enter your contact information, number of boxes and special instructions for the driver.
6. Continue through the confirmation process.
7. Print your confirmation page and save it for your records.

For assistance with scheduling your UPS pick-up, please call 1-866-615-2745.
NOTE: Requests placed before 2:00 PM EST will be scheduled for the following business day. Requests placed after 2:00 PM EST will be scheduled for the second business day.

Packing: Preparing Large-print Materials for Return

- Large-print versions of the test come with a standard size test booklet and answer booklet. If students are not able to use the answer spaces on the standard size answer booklet, the student should circle their responses in the large print test booklet, and the test administrator should transcribe them into the standard answer booklet.
- Some students who use large-print versions of the test also use additional technology tools to produce their written responses.
- Both the large-print version and standard-sized version of the test must be returned to the test coordinator together.

Large Print Kits contain a large print test booklet, a standard size test booklet and a standard size answer booklet. There is no large print answer booklet. If students cannot use the standard answer booklet, they may circle or write their answers in the large print test booklet and a test administrator will have to transcribe their answers into the standard answer booklet. Remember to return all three booklets. The standard answer booklet does not need to go into special handling; it can be returned in the used answer booklet envelope with the other student answer booklets. Both test booklets (large and small) should be returned. If the student produces responses using a computer, follow the instructions for computer generated responses provided in the *Test Administrator Manual*. If the student produces responses using some device other than a computer, the responses **must** be transcribed in the accompanying student answer booklet in order to be scored.

Hazardous Materials

What if testing materials have been contaminated with hazardous biological matter, such as blood or vomit?



Stop this student's testing session and follow school guidelines for handling contaminated materials.



Contact the Maine Service Center (866-615-2745) as soon as possible for guidance on how to resume testing.



Contaminated materials should not be returned to Measured Progress.

The Principal may be directed to observe the destruction of a contaminated test or answer booklet and document this situation on the Materials Summary form for school record **and** in the comments box of the *Principal Certification of Proper Test Administration* form.



42

Please do not return hazardous or contaminated materials to Measured Progress. If a student becomes ill during testing, or if blood gets onto a test or answer booklet, please contact the Service Center for guidance. Handle the materials according to your school's safety procedures. Depending on the situation, we may ask the principal to record booklet numbers, transcribe information and/or destroy the materials, but again, this depends on the specifics of the situation, so please contact us for guidance. Please do not discard or destroy any materials without permission. Our scanners are similar to photocopiers, so if the booklet would get stuck in a copier, it will not go through our scanner. Some examples are torn or damaged booklets.

Packing: Materials that may be discarded

- *Principal/Test Coordinator Manual*
- Test Administrator Manuals
- PCPA Instructions
- Unused Student ID Labels
- Packing Slips
- Unneeded envelopes
- Extra cartons
- Extra UPS return service labels
- You may keep the Material Summary for school records
- You may print a copy of the Principal Certification of Proper Test Administration (PCPA) for school records after submitting it online

This is a list of the items that do NOT need to be returned to Measured Progress. This list is also included in your test coordinator manual. It should be noted that the 'Unused Student ID labels' **must be** shredded to maintain student privacy. **All test booklets including large print** and all answer booklets **are secure and must be returned**.

As a reminder...



All test items and responses to those items in the Maine Educational Assessment are secure and may not be copied or duplicated in any way, or retained in the school after testing is completed.

Any concern about breaches in test security must be reported immediately to the test coordinator and/or principal. The test coordinator/principal is then responsible for reporting breaches to the district superintendent and state director of assessment at the DOE.

Measured Progress Contact Information

Maine Service Center

(866) 615-2745

Hours of Operation

Monday – Friday

8:00am – 4:00pm

High School Test Administration Dates

April 4 – April 14, 2017

5th & 8th Grade Test Administration Dates

April 24 – May 5, 2017

MDOE Contact Information

General MEA Policy and MEA Accommodations Policy:

- Nancy Godfrey, Assessment Coordinator
- 207-624-6775
- nancy.godfrey@maine.gov

Science Content Information:

- Shari Templeton, Science Specialist
- 207-624-6880
- shari.templeton@maine.gov

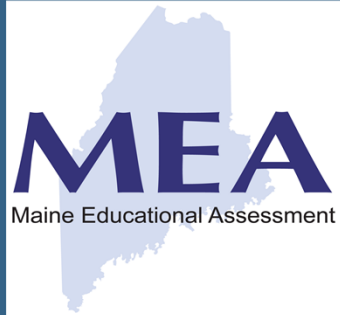
Infinite Campus Helpdesk:

- 624-6896 or MEDMS.helpdesk@maine.gov

Additional MEA Science Resources

- Additional Test Materials Requests
<http://iservices.measuredprogress.org>
or by phone at (866) 615-2745
- Test Information & Manuals
<http://www.maine.gov/doe/mea/administration/index.html>
- Science Released Items and Practice Tests
<http://www.maine.gov/doe/mea/resources/released/index.html>
- 2007 Maine Learning Results
<http://www.maine.gov/doe/teaching/standards.html>

Thank you.



Spring 2017 MEA Science Test Coordinator
& Test Administrator Training