



# Colorado Measures of Academic Success



## Test Administrator Manual

Computer-Based  
Testing



**2019 Spring  
Administration**



Developed and published under contract with the Colorado Department of Education by Pearson, 2510 North Dodge Street, Iowa City, IA 52245. Copyright © 2019 by Colorado Department of Education. All rights reserved. This publication may be reproduced by school administrators and educators, in the quantities necessary for their school's use, but not for sale, provided copyright notices are retained as they appear in these publications. This permission does not apply to distribution of these materials, electronically or by other means, other than for school use. Any non-school use or reproduction of this document, in whole or in part, by any means, electronic or mechanical, including photocopy, recording, or any information storage or retrieval system, requires prior written permission of the publisher and Colorado Department of Education. All brand and product names found in this publication are the trademarks or registered trademarks of their respective companies and are not associated with the publisher of this publication. Pearson, PearsonAccess<sup>next</sup>, and TestNav are trademarks, in the United States and/or other countries, of Pearson Education, Inc., or its affiliates.

# Table of Contents

<b>1.0 Colorado Measures of Academic Success .....</b>	<b>5</b>
1.1 Program Overview .....	5
1.1.1 Background.....	5
1.1.2 About this Manual.....	5
1.2 Responsibilities of the Test Administrator.....	5
1.2.1 Annual Training Requirements .....	6
1.2.2 Ethical Practices.....	6
1.3 Student Resources .....	7
<b>2.0 Test Security and Administration Policies.....</b>	<b>9</b>
2.1 Security Requirements.....	9
2.1.1 Security Plan.....	9
2.1.2 Chain of Custody.....	9
2.1.3 CMAS and CoAlt Security Agreement.....	10
2.2 Testing Irregularities and Security Breaches.....	10
2.2.1 Testing Environment Irregularity Procedures .....	11
2.2.2 Reporting Security Breaches and Misadministrations.....	11
2.3 Testing Environment .....	12
2.3.1 Choice of Test Setting.....	12
2.3.2 Freedom from Distractions .....	12
2.3.3 Requirements for Maintaining Security of the Testing Environment .....	12
2.3.4 Posted Materials Guidelines .....	13
2.3.5 Student Materials .....	14
2.3.6 Prohibited Materials.....	15
2.3.7 District/School Decisions .....	16
2.3.8 Invalidating a Test .....	16
2.3.9 Unauthorized Visitors.....	16
2.4 Time Limits, Policies, and Procedures .....	17
2.4.1 Late-Arriving Students .....	18
2.4.2 Stops in Testing .....	18
2.4.3 Make-up Testing .....	19
2.5 Assessment with Accommodations .....	19
<b>3.0 Before Computer-based Testing .....</b>	<b>21</b>
3.1 Training .....	21
3.2 Preparing Students.....	21
3.3 Testing Setup .....	21
<b>4.0 During Computer-based Testing .....</b>	<b>23</b>
4.1 Preparing for Administration .....	23
4.2 During Testing Checklist.....	28
4.3 Administrator “SAY” Directions.....	29
4.4 Computer-based “SAY” Directions.....	31
4.4.1 Science Grades 5, 8, and High School – Social Studies Grades 4 and 7– All Units.....	31
4.4.2 Mathematics Grades 3–5 – All Units .....	37

4.4.3 Mathematics Grades 6–8 – All Units .....	43
4.4.4 English Language Arts/Literacy Grades 3-8 – All Units .....	49
TestNav Exit Instructions .....	55
<b>5.0 After Computer-based Testing .....</b>	<b>56</b>
<b>APPENDIX A: Security Agreement .....</b>	<b>57</b>
<b>APPENDIX B: Testing Sign.....</b>	<b>59</b>
<b>APPENDIX C: Contact Us .....</b>	<b>61</b>
<b>APPENDIX D: TestNav 8 Error Codes and Resolutions .....</b>	<b>63</b>

# 1.0 Colorado Measures of Academic Success

## 1.1 Program Overview

All public school students enrolled in Colorado are required by state law to take the standards-based summative assessments that correspond to their grade level. Every student, regardless of language background or ability, must be provided with the opportunity to demonstrate their content knowledge. The Colorado Measures of Academic Success (CMAS) is Colorado's standards-based assessment designed to measure the Colorado Academic Standards (CAS) in the content areas of mathematics, English language arts (ELA), science, and social studies. Eligible English learners in grades 3 and 4 may take the Colorado Spanish Language Arts (CSLA) assessment as an accommodation in place of ELA. A small number of students with significant cognitive disabilities who meet specific criteria may demonstrate their content knowledge on the Colorado Alternate (CoAlt) assessment which measures the Extended Evidence Outcomes of the CAS. CMAS and CoAlt assessments must be administered under standardized conditions to ensure the reliability and validity of results.

These state assessments are intended to provide students and parents with unbiased, objective feedback about whether students are on track to meet the expectations of college and careers. Districts use data from the assessments to improve their work throughout classrooms, programs, and schools. For the broader community, accurate test results, which measure Colorado's expectations for students, are critical indicators of the health of the overall school and district. Statewide assessment is an important way in which taxpayers can gauge the results of their public investment.

---

### 1.1.1 Background

---

The CAS were adopted by the Colorado State Board of Education in December 2009 which required the development of assessments aligned to the new standards. Following the full implementation of the CAS in Colorado school districts, the CMAS science and social studies assessments were administered operationally for the first time in spring 2014 and ELA and math assessments were administered for the first time in spring 2015. In spring 2019, students in grades 3 through 8 will take the CMAS English language arts and math assessments and students in grades 5, 8, and 11 will take the CMAS science assessments. In accordance with Senate Bill 15-56, social studies assessments will be administered on a sampling basis to students in grades 4 and 7, with about one-third of schools administering the assessment each year.

---

### 1.1.2 About this Manual

---

This manual describes the procedures for Test Administrators to follow when administering the CMAS assessments. Test Administrators must carefully read this manual prior to administering any CMAS assessment. Test administration policies and procedures must be followed as written so all testing conditions are uniform statewide. The guidelines and test administration scripts provided in this manual ensure every student in Colorado receives the same standard directions during the administration of the test.

## 1.2 Responsibilities of the Test Administrator

The Test Administrator is an individual at the school ultimately responsible for providing a standardized, ethical administration of the CMAS assessments. This ensures every student has an equal opportunity to demonstrate, within the standard conditions provided to all students in Colorado, his or her knowledge and skills.

### Test Administrators must:

- Be employed by the school/district. School/district employees may administer the assessments at the grade levels of their children, but must not administer the test to their own children, nor be in the testing environment with their children during testing. Test Administrators **must NOT** be assigned to a room where a relative is being tested.
- Actively supervise the test administration at all times.
- Ensure necessary accommodations and accessibility features, such as text-to-speech and color contrast, are available to the appropriate students.

**Note:** Student teachers may not be Test Administrators, but may serve as proctors in the test environment.

### During All Stages:

- Ensure all test materials are secure at all times following state requirements. Test materials must be kept in a secure, locked central location when not in use for testing. Test materials must not be stored in classrooms.
- Maintain test security and the chain of custody for secure materials. Document movement of materials on chain of custody forms used by the school or district.

---

## 1.2.1 Annual Training Requirements

---

**All Test Administrators must be trained each year on the current CMAS administration procedures prior to administering an assessment or monitoring in a testing environment.**

- Test Administrators must read the instructions in the *CMAS Test Administrator Manual* and familiarize themselves with test administration procedures prior to administering the test to students. **All units of the test for all content areas must be administered in order, including for make-up testing.**
- Test Administrators who are administering assessments for which students are provided accommodations must be trained on the specific accommodations.

---

## 1.2.2 Ethical Practices

---

All licensed Colorado educators and Test Administrators must conform to ethical practice when administering the CMAS assessment.

Quality instruction produces quality student performance on state tests. While familiarizing students with the online testing environment and providing some regular instruction using formats similar to those found on standardized tests is appropriate, instruction explicitly designed as practice for the assessment (i.e., “teaching to the test”) provides students with negative messages about what is important to their education and performance. This is not considered an ethical practice. Further clarification regarding appropriate test preparation is provided in the table below.

CMAS Test Preparation and Administration	Is This an Ethical Practice?	
	Yes	No
Developing instructional objectives based on the Colorado Academic Standards.	■	
Making changes in instruction that enhance student skills, learning, and achievement.	■	
Using released test items for <b>professional development purposes</b> and as examples in the classroom.	■	
Using student resources (including released test items in ePATs) to <b>familiarize</b> students with different item formats, TestNav tools, and how to indicate responses.	■	
Motivating students to perform well on the assessment by talking to students and their parents about the purposes (from the individual to the community as a whole) of assessments.	■	
Developing curriculum based on specific test items.		■
Preparing instructional objectives based on specific test items and teaching accordingly, rather than developing instructional objectives based on the Colorado Academic Standards.		■
Using released test items as the sole basis for curriculum and instruction.		■
Sharing a secure CMAS test instrument (e.g., individual test question or test book) in a public forum (which is a violation of test security and could invalidate student results).		■
Copying test passages, test items, writing prompts, and/or student responses from a secure CMAS assessment for use in instructional planning, classroom instruction, or assessment.		■

CMAS Test Preparation and Administration	Is This an Ethical Practice?	
	Yes	No
Making a copy of the CMAS assessment and/or preparing a student study guide based on the items on a particular assessment.		■
Presenting items verbatim or paraphrased from the assessment to be given.		■
Deviating from the prescribed administration procedures in the <i>CMAS Test Administrator Manual</i> in order to assist student performance.		■
Leaving visible aids that could artificially inflate student scores or aids that are expressly forbidden in <i>CMAS Test Administrator Manuals</i> .		■
Telling students the correct responses or allowing them to discuss answers among themselves.		■
Influencing, altering, or interfering with a student's responses in any way, including hinting to a student to reconsider an answer he or she has marked for any item.		■
Allowing the use of notes or other materials that may give students an unfair advantage.		■
Excluding eligible, but lower-performing, students from CMAS assessments.		■

### 1.3 Student Resources

Sample items available in each resource provide an opportunity for students to become familiar with the format and functionality of questions that appear on the CMAS assessments. The computer-based student practice resources include technology-enhanced items (TEIs) which allow students to indicate their responses to assessment questions in a format other than multiple-choice. The computer-based student resources are not intended to cover all content or TEI types included on operational assessments nor are they intended to be representative of a complete unit or test. Sample items also provide students the opportunity to use the tools and embedded supports available in TestNav 8, the online testing software used in Colorado. Exposure to the online environment in advance of testing is especially important for students planning to use text-to-speech to provide auditory presentation of the assessment content.

---

#### Mathematics, English Language Arts (ELA), Science and Social Studies ePATs

---

ePATs have built-in scoring capability for selected response items. Additionally, the answer key for all items and constructed response scoring guides are provided in the corresponding ePAT guide. ePAT guides are available to familiarize Test Administrators with the computer-based tests. In addition to scoring information, a script to guide students through Item Set 1 of the corresponding ePAT is included. While the use of ePAT guides is not required, it is encouraged to help ensure students are familiar with TestNav tools, navigation, and item types that may be encountered while taking the online test.

ePAT guides are available at <http://avocet.pearson.com/CO/Home#alpha-E> > ePATs

---

#### Accessing Computer-based Student Practice Resources

---

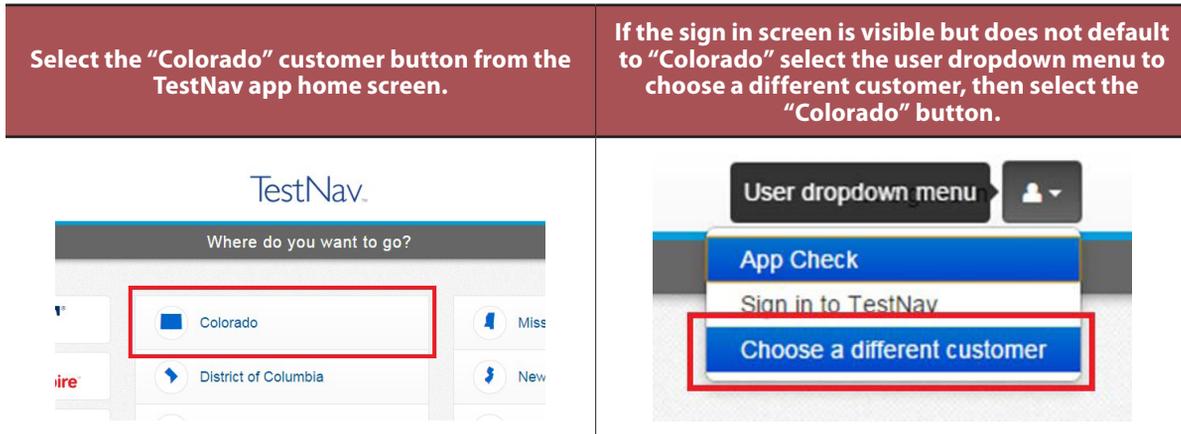
There are three ways to access the computer-based student practice resources:

1. TestNav resources for students are located in PearsonAccess<sup>next</sup> and can be accessed without logging in to PearsonAccess<sup>next</sup> or TestNav.
  - Go to <https://co.pearsonaccessnext.com>.
  - Select the "Student Resources" link listed under CMAS.
  - Select a content area (top) and grade level (left).
  - Select the appropriate practice resource to be taken directly to the TestNav practice environment.

Direct link to Student Practice Resources page: <http://download.pearsonaccessnext.com/co/co-practicetest.html?links=1>

2. TestNav resources for students can be accessed through the TestNav app (desktop, iPad, or Chromebook). All versions of the app can be downloaded at <http://download.testnav.com/>. After installation:

- Open the TestNav app.
- Verify that **Colorado** is selected. If a **Sign In** screen that says **Colorado** is not visible:



- Select the "Practice Tests" link in the **Sign In** box.
- Select the content area (top) and grade level (left).
- Select the appropriate practice resource to be taken directly to the TestNav practice environment.

3. Student practice resources can be securely accessed via TestNav through the PearsonAccess<sup>next</sup> Training Center (<https://trng-co.pearsonaccessnext.com>). The PearsonAccess<sup>next</sup> Training Center allows Test Administrators to practice creating and monitoring a secure online test session in PearsonAccess<sup>next</sup> in conjunction with the student practice resources in TestNav. To access the TestNav student practice resources through the app, Student Testing Tickets must be printed or downloaded from the Training Center test session and distributed to students. Students need Student Testing Tickets to log in to the secure TestNav environment with a username and password. Refer to the *PearsonAccess<sup>next</sup> User Guide* for more information on managing test sessions.

Contact Pearson at 888-687-4759 or <https://co.pearsonaccessnext.com> > Contact COLORADO Support with questions about accessing student practice resources. For a list of hardware and software requirements to run TestNav, consult <https://support.assessment.pearson.com/x/HwYcAQ>.

## 2.0 Test Security and Administration Policies

### 2.1 Security Requirements

CMAS and CoAlt administrations are secure testing events. Maintaining the security of assessment content and materials before, during, and after test administration is crucial to obtaining valid and reliable results. The School Assessment Coordinator (SAC) must distribute materials to and collect materials from Test Administrators on each day of testing, and securely store and deliver materials to the District Assessment Coordinator (DAC) after testing is completed.

---

#### 2.1.1 Security Plan

---

Test security must be maintained before, during, and after test administration. Security requirements include making sure:

- All individuals involved in the administration are trained and sign the *CMAS and CoAlt Security Agreement* form,
- A documented chain of custody is maintained, and
- All students take the assessments in a standardized manner following state requirements and instructions in this manual.

Test Administrators are expected to ensure student test materials are not left in open or unattended areas. No student test materials are to leave the school building or be removed from locked storage for any purpose other than administering the test.

Student tests are not to be viewed by anyone before or after tests have been administered. This includes handling the test material for a purpose other than test administration, such as a Test Administrator signing into an online test after school. Test Administrators must not actively read test content or test items while students are testing. Only students being tested are allowed to access the test at the time of testing. Students must not have access to secure test content, including printed Student Testing Tickets, before or after the scheduled test session. Students are not to disclose test content to teachers, Test Administrators, or any school personnel. Test Administrators are not allowed to answer questions about the test items at any time (during or after testing). Test Administrators may, however, answer questions about test administration "SAY" directions or procedures.

Using **secure** test items as instructional tools or for student practice, either verbatim as written or in reworded form, is prohibited.

---

#### 2.1.2 Chain of Custody

---

A documented chain of custody must be maintained to track the movement of all assessment materials before, during, and after test administration. The following chain of custody requirements apply to assessment administration:

- All secure CMAS materials must be accounted for and stored in a secure and locked location before and after testing.
- The SAC is responsible for the distribution and collection of CMAS materials to and from Test Administrators each day of administration, preferably within 15 minutes of the start and end of test unit administration. Test Administrators are not to have extended access to materials before or after administration, with the following exceptions:
  - Under the supervision of the SAC or DAC, a Test Administrator providing auditory presentation of the paper-based assessment in English or Spanish may access oral scripts 24 hours prior to administration.
  - Under the supervision of the SAC or DAC, Test Administrators/translators providing a signed or auditory presentation accommodation in a language other than English or Spanish for computer or paper-based testing may access oral scripts for translation up to four working days prior to administration.

- Under the supervision of the SAC or DAC, Test Administrators/Teachers of the Visually Impaired (TVIs) administering a braille form may access the Teacher Notes for braille prior to administration to ensure all needed materials are procured. TVIs are not allowed to review the test book contents during review of the Teacher Notes.
- All test materials must be secured while in the Test Administrator’s possession. Test materials must not be stored in classrooms in advance of or following the administration.
- Test Administrators who are involved with administration of the paper-based assessments may have access to student test materials only on the day the grade level and content area is assessed.
- Test materials must be documented on the School Security Checklist and secured while in the Test Administrator’s possession.
- Test Administrators must document the return of all secure test materials (used and unused) on the School Security Checklist or the school’s chosen chain of custody document, and must return all materials to the SAC.

**If any secure materials are unaccounted for during or after testing, the Colorado Department of Education (CDE) will require additional documentation from the Test Administrator, SAC, DAC, and any other school or district staff who came into contact with the materials.**

---

### 2.1.3 CMAS and CoAlt Security Agreement

---

The *CMAS and CoAlt Security Agreement* is located in *Appendix A*. Test Administrators certify their acknowledgement of and their agreement to the security protocols that appear in this manual and those listed on the form under the categories “CMAS Test Administrators and CoAlt Test Examiners” and “All individuals involved in CMAS and/or CoAlt administration” by signing this form. As noted on the form and in this manual, engaging in prohibited activities may result in an investigation, suppression of scores, and possible disciplinary action. All individuals authorized to be involved in test administration must sign the *CMAS and CoAlt Security Agreement* and return it to the SAC prior to testing.

## 2.2 Testing Irregularities and Security Breaches

Procedural Irregularities	Test Administrators	Students
Failing to read and follow administration directions and timing for the test.	■	■
Losing a student’s test materials.	■	■
Failing to provide a student with a documented accommodation or providing a student with an accommodation that is not documented on their IEP, 504, or EL plan and therefore is not appropriate.	■	

Testing Environment Irregularities
Technology interruption or dysfunction that impacts the majority of students.
Building evacuation, lock-down, or severe weather event.

---

## 2.2.1 Testing Environment Irregularity Procedures

---

In the rare event there is a building evacuation, lock-down, or severe weather event during a testing unit, follow the protocol outlined below:

- The safety and security of students and staff is of paramount concern.
  - Assume the threat is real and initiate the district building-evacuation/lock-down procedure.
  - Note the time of the disruption so the remaining time for the test unit can be calculated. When possible and feasible, record this information in writing.
- Time is of the essence in an emergency situation. Collect test materials only if time permits prior to leaving the testing environment. Leave all test materials in the testing room.
- If possible:
  - Secure the room (lock doors).
  - Keep tested and non-tested students separated.
  - Redirect student conversations regarding the test.
- As soon as possible, communicate the situation and circumstances to the SAC so it may be determined how and when the assessment should resume.
  - Before students or other school personnel return to the testing environment, SACs (or the district designee) should collect and secure all test materials and exit students from TestNav if testing online.
- Upon resuming testing, Test Administrators must prepare students for the continuation of the test:
  - Ask students, "Are there any questions about the instructions for this unit?"
    - Before the students can continue with same unit, resume students' tests in PA<sup>next</sup>. Refer to resume instructions in the *Test Administrator Manual*.
    - Identify how many minutes remain in the test unit for students.
    - Display the updated start and stop time of the resumed unit for students.

---

## 2.2.2 Reporting Security Breaches and Misadministrations

---

If test security or administration procedures are violated, student tests may be invalidated. Test incidents that violate test security or administration procedures must be reported to the SAC and DAC. Reasons for reporting test incidents include, but are not limited to, the following:

- If a student cheats
- If test security is violated such as:
  - Discussing, reproducing, or transmitting, by any means, secure test materials or descriptions of secure test materials
  - Leaving secure materials unattended
  - Losing secure test materials
- If improper test administration occurs such as:
  - Providing a student with an unapproved accommodation (e.g., oral script or text-to-speech on the English language arts assessment without a CDE-approved Unique Accommodation Request (UAR)) or failing to provide a student with a documented accommodation per their IEP, 504, or EL plan
  - Timing procedures are not properly followed (e.g., students provided with more than the unit testing time)
  - Test units are administered out of order (e.g., student takes Unit 1, Unit 3, then Unit 2)
- Any violation of ethical practices such as a teacher, administrator, or other person giving students hints, prompts, or answers to questions (see *Section 1.2.2*)

## 2.3 Testing Environment

The CMAS assessments must be administered to all students in Colorado in a standardized manner. The Test Administrator must prepare and maintain a secure testing environment that provides equitable testing conditions for all students taking the assessments.

All students in the testing room must be read the Administrator “SAY” instructions at the same time. Absent students will complete testing under the same standardized conditions during make-up test sessions.

---

### 2.3.1 Choice of Test Setting

---

Every assessment setting should have a comfortable room temperature, adequate lighting, and should be as free as possible from noise and other interruptions. No characteristic of the room’s environment should hinder any student’s test performance. Chairs should be comfortable and tables should be at an appropriate height with sufficient room for materials.

- A testing environment should be a typical size classroom.
- Larger rooms may be used, but must have adequate security (see *2.3.3 Requirements for Maintaining Security of the Testing Environment*).
- Students with accommodation materials, scratch paper, or students taking the paper-based test must have adequate writing space.
- A clock must be available to monitor the unit testing time.

Before testing, school staff should verify that all necessary materials and equipment are available and in good, working condition. Sufficient space between students should be provided to prevent students from seeing each other’s work.

---

### 2.3.2 Freedom from Distractions

---

- Only people involved in taking or administering the assessments should be in the testing environment.
- Appropriate actions should be taken to reduce noise, such as turning off alarms or bells.
- Music of any kind is not to be played during testing.
- A “TESTING: Do Not Disturb/Only Authorized Personnel Allowed” sign should be posted outside the testing room (*Appendix B*).
- Test Administrators requiring cell phones because a landline is not available should have the ring tone turned off and only use the cell phone for the purpose of contacting the Pearson Help Desk, local technology support, or the SAC.
- No food or drink is permitted on desks or near the test materials.

---

### 2.3.3 Requirements for Maintaining Security of the Testing Environment

---

Students should not be able to see each other’s work from a normal testing position. If students cannot be placed far enough away from each other to prevent this, dividing screens may be used as physical and visual barriers between workspaces.

To maintain security in the testing environment, the following student seating configurations may be considered for computer-based administrations:

- Seat students in every other seat (useful in a computer lab setup)
- Arrange monitors back-to-back
- Seat students back-to-back
- Seat students in a semicircle (useful for schools using laptops)
- Seat students in widely spaced rows or in every other row (appropriate for a classroom setup)

If an appropriate seating configuration is not possible, cardboard, plastic, or other types of partitions may be used as physical and visual barriers between computers to prevent students from viewing other monitors. Schools may already have one or more of the following materials available that can be adapted for this purpose:

- Vertical cloth or paper “curtains” that isolate each testing device
- Card stock (e.g., manila folders) that can be taped to the sides of computer monitors
- Flattened cardboard boxes that can be cut, folded, and taped to form a visual barrier between testing devices
- Tri-fold display boards (such as those used for science project exhibits) that can stand freely between testing devices
- Cardboard carrels
- Privacy screens that narrow the viewing angle of a computer monitor so it is only visible to the student sitting directly in front of it. When viewed from the side at more than a 30-degree angle, the screen appears dark or blank. Schools that have privacy screens available should affix them to monitors prior to the beginning of testing and ensure that students are seated so that they cannot view the monitor of the student seated in the row in front of them.

In the event that laptops or other modular devices are used, they must be monitored and may not be removed from the test environment during test administration if a test is in progress on the device. This includes removal for technical purposes. If TestNav is not active on the device, it may be removed from the testing environment.

---

### 2.3.4 Posted Materials Guidelines

---

Anything posted in a classroom or other area used for assessment administration that could direct students to the correct answer for any test question **must be covered or removed** during testing. This includes posted material that provides tested content, concept, or skill information.

CDE strongly recommends that the SAC or other designated personnel walk through all testing areas to ensure compliance with all posted materials guidelines and that covered materials are properly secured. Insufficiently secured material covers may come undone during testing, which can result in a misadministration. While not a comprehensive list, the following materials should be covered:

- All reference materials that a reasonable person might conclude offer students in that classroom or space an unfair advantage over other students in Colorado (e.g., posters, maps, charts, graphic organizers, and bulletin boards or instructional displays that define, explain, or illustrate terms or concepts in the subject area being tested).
- All support materials that may be perceived as influencing student responses.
- Anything taped to the students’ desks that could be a source of direct answers, including name plates in workspaces that include any of the materials listed above, or that provide a surface on which notes may be written.
- Number lines for math assessments.

Test Administrators should discuss the appropriateness of any specific displays with their SAC.

**Note:** No exhaustive posted materials list will be created due to the limitless possibilities. Always refer to the general guideline when making decisions about what should and should not be posted during CMAS administrations. Calendars do not need to be covered or removed.

---

## 2.3.5 Student Materials

---

Students may have **only** the following materials at their work space during testing:

Computer-based materials
<p><b>Required:</b></p> <ul style="list-style-type: none"><li>■ Testing device that meets the minimum technology specifications (i.e., desktop or laptop computer, iPad, Chromebook)</li><li>■ Student Testing Ticket – provides the unique username and password needed to sign in to TestNav</li><li>■ Materials necessary for the administration of accommodations or accessibility features</li><li>■ Headphones for students using text-to-speech (<b>Note:</b> videos that may appear on the assessments <b>do not</b> contain audio.)</li><li>■ Scratch paper and pencil for math (refer to <i>Scratch Paper Specifications</i>)</li></ul> <p><b>Optional:</b></p> <ul style="list-style-type: none"><li>■ External keyboards for students using iPads (highly recommended)</li><li>■ Scratch paper and a pencil for ELA, science, and social studies (refer to <i>Scratch Paper Specifications</i>)<ul style="list-style-type: none"><li>● <b>Mathematics assessments</b><ul style="list-style-type: none"><li>◆ Printed Mathematics Reference Sheets (grades 5-8 only) - if not printed, these are available to students through the Exhibits tab</li><li>◆ Geometry tools for <b>Grade 8 Math only</b> - tracing paper, reflection tools, straight edges, and compasses</li><li>◆ Handheld calculators (refer to <i>Calculators for Mathematics Assessments</i>)</li></ul></li></ul></li></ul>

### Scratch Paper Specifications

**Scratch paper must be provided for all math administrations.** For computer-based science, social studies, and ELA, districts determine the scratch paper policy that is to be followed by schools. Scratch paper may be plain, lined, or graphed. If an alternative scratch paper is indicated in a student's IEP or 504 plan, it must be provided to the student. All scratch paper must be inspected before use to verify it is free of any writing. Whenever scratch paper is used for assessment administration, each student may be provided with scratch paper for each test unit. Students may exchange used scratch paper for a new piece of scratch paper, but may only have one piece at a time. All **used** scratch paper must be collected at the end of the unit and returned to the SAC in an unsealed secure return envelope.

### Calculators for Mathematics Assessments

Grade-specific calculators are available through the TestNav platform. Additionally, students may use hand-held calculators (provided by either the school or the student) if allowed by local policy.

- For grades 3–5, calculators are allowed for unique accommodation use only. Students with a calculator accommodation may only use a four-function calculator with square root and percentage functions and must be approved for use of the unique accommodation by CDE.
- For grades 6–7, students may only use four-function calculators with square root and percentage functions for all calculator sections.
- For grade 8, students may only use scientific calculators for all calculator sections.

Students must only use calculators that are allowable for their grade assessment. Only students with a specific calculator accommodation may use calculators outside of their grade level.

If a student needs a calculator in a non-calculator section as a unique accommodation, the student will need a hand-held calculator because an online calculator will not be available. Use of a calculator in a non-calculator section requires CDE-approval through the Unique Accommodation Request (UAR) process. If a student needs a specific calculator (e.g., large key, talking), the student may bring his or her own, provided it is specified in his or her approved IEP or 504 plan.

Additionally, schools must adhere to the following additional guidance regarding calculators:

- No calculators with Computer Algebra System (CAS) features are allowed.
- No tablet, laptop (or PDA), or phone-based calculators are allowed during the assessments.
- Students are NOT allowed to share calculators with another student during a test unit.
- Test Administrators must confirm that the memory on all calculators is cleared before and after the testing sessions.
- Calculators with “QWERTY” keyboards are NOT permitted.

---

### 2.3.6 Prohibited Materials

---

Prohibited materials can compromise test security and can violate the construct being measured by the assessment, thus producing invalid results. Prohibited materials include materials that must be covered or removed from the testing room. See *2.3.4 Posted Materials Guidelines* for additional requirements.

The table below lists materials that may not be used at any time during testing, including after a student completes testing (i.e., after answers have been submitted for a unit). Ensure that these, and any related materials, are not in the possession of students, Test Administrators, or any other authorized persons or places in the test area, including inside students’ desks.

Materials Prohibited During All Units
<ul style="list-style-type: none"><li>■ All cell phones, including camera phones and smartphones.*</li><li>■ Other non-test-related personal electronic equipment (e.g., smart watches, electronic pens, eBooks, personal document scanners)</li><li>■ Any electronic equipment capable of performing computations or providing other assistance (exception: appropriate calculators for math and science)</li><li>■ Instructional aids related to the content being assessed</li><li>■ Reference books (exception: word-to-word dictionary for English learners)</li></ul>

\*Test Administrators may only use cell phones to contact the SAC or technical support to troubleshoot TestNav issues or use tablet devices to administer the assessment session in PA<sup>next</sup>.

**Note: Test Administrators, Assessment Coordinators, and Technology Coordinators may NOT take pictures of TestNav screens or secure test materials.**

A student with a disability or who has been identified as an English learner may be allowed, under certain circumstances, the use of certain tools and materials as test accommodations that are otherwise prohibited. However, under no circumstances may any student be allowed access to the Internet outside of the secure TestNav environment, a visual recording device, or a cell phone (exception: if a student uses a cell phone to monitor a documented medical condition, the student may have the device in the testing environment as long as the Test Administrator can see the device). Test accommodations must be listed in the student’s IEP, 504, or EL plan and documented on the Personal Needs Profile in PA<sup>next</sup>, as appropriate, by the SAC or a school or district employee assigned the Sensitive Data role.

Prior to testing, Test Administrators should instruct students to place prohibited materials in lockers or backpacks. If a student is found to have any prohibited material in his or her possession upon arrival for testing, the student should be instructed to store it in a backpack or hand it to the Test Administrator.\* If the prohibited material is an electronic device, instruct the student to first turn off the device.

If a student is observed with any of the prohibited materials **during** the scheduled testing time, collect the student’s test materials. The student will then be dismissed from the exam room and the test will be invalidated as a misadministration.

*\*If the school has a policy that prohibits the collection of cell phones, be sure students store cell phones in lockers, backpacks, or other designated areas prior to starting the assessment.*

### 2.3.7 District/School Decisions

Districts/schools are to provide Test Administrators guidance on locally determined administration policies. Please note the district/school selected option for the following decision points:

Local Decision Point	Options
Students who finish testing before the unit testing time is reached should:	<ul style="list-style-type: none"> <li>■ Remain in the testing environment and read or sit quietly</li> <li>■ Continue testing in the next unit once all students in the session complete the current unit</li> <li>■ Be dismissed*</li> </ul>
Whether a <b>minimum</b> unit time is set for schools by the district (e.g., 90 minute units have a 60 minute minimum, 80 minute units have a 55 minute minimum, 65 minute units have a 45 minute minimum), then:	<p>Students who complete testing must sit quietly until the district-determined minimum unit testing time is reached, but may then:</p> <ul style="list-style-type: none"> <li>■ Read quietly</li> <li>■ Be dismissed*</li> </ul>

\*If this option is selected, follow the school's plan that will allow dismissed students to leave the testing environment without interrupting students who are still testing.

### Materials Allowed ONLY AFTER a Student Completes Testing

Districts/schools that choose to have students remain in the testing environment **after** completing the test unit should have students either 1) sit quietly or 2) read while waiting to be dismissed or for the next test unit to begin.

**Reading materials must be unrelated to the content being assessed.** Students who read after the test must not read from electronic devices, including computers, Nooks, Kindles, iPads, or phones.

**Note:** For computer-based assessment, answers for the unit must be submitted and any student test materials must be collected by the Test Administrator before the student may read.

### 2.3.8 Invalidating a Test

A test score is not produced if a test is invalidated. If misconduct or a security breach rises to the level of test invalidation (refer to *2.2.2 Reporting Security Breaches and Misadministrations*), an appropriate test invalidation code must be submitted for the student test in PA<sup>next</sup>. While the SAC, DAC, or other designated individual enters this information in PA<sup>next</sup>, the Test Administrator must communicate necessary details about the situation to the SAC.

### 2.3.9 Unauthorized Visitors

Only students, Test Administrators, and authorized school, district, and state personnel or state-sanctioned test monitors may be in (or in a position to view) classrooms and testing areas when assessments are administered. Visitors—including but not limited to parents/guardians, school board members, researchers, reporters, non-testing students, and school personnel not authorized to participate in assessment administration—are prohibited from entering the testing environment.

This requirement for limited access is for pre-test administration organization, distribution of the test materials, test administration (including the reading of instructions and when students are testing), and post-administration activities.

The media are not allowed to have access to the tests or take pictures or video of the testing materials (including front or back covers of paper versions of the assessments, TestNav screens, ancillary testing materials, and packaged/shipped boxes of testing materials) or of students testing during any part of the assessment process. Media presence in the school creates a non-standard assessment environment, is disruptive, and can lead to misadministrations.

The state will work with interested media to provide access to appropriate materials that may help them in understanding the assessment process without causing security breaches or misadministrations.

## 2.4 Time Limits, Policies, and Procedures

The scheduled test administration time for each unit of each content area assessment should include an additional 10 minutes (estimated) for set up and transition. Time for set up and transition includes distributing materials, reading directions, and signing in to the test. The unit testing time begins when the Test Administrator tells students to begin working on the test. Units for all content area assessments must be administered in order.

The following CMAS Test Administration Time tables include testing time by content area and unit. While students do not have to use the entire unit testing time, it must be made available to all students. For science and social studies, time-and-a-half is included in the unit testing time and is available to all students as an accessibility feature. Math and ELA units do not include time-and-a-half. Unless students have an extended time accommodation documented on an IEP, 504, or EL plan, they must **not** be given more than the unit testing time.

Districts/schools may determine if a minimum testing time is required and if students who finish testing should remain in the testing environment and read or sit quietly, continue testing in the next unit once all students in the test session complete the current unit, or if they may be dismissed (refer to *2.3.7 District/School Decisions* for additional information). However, if **all** students in a physical testing group complete the test unit any time before the unit testing time is reached, the Test Administrator may end the test unit.

Once the unit testing time (indicated in the following tables) is reached, Test Administrators must instruct any students who are still testing to submit their answers for the current test unit.

Each student must be allowed to work at his or her individual speed. Students must not be directed to speed up or slow down. Students requiring extended time beyond the unit testing time must be placed in a separate test session. Regardless of IEP, 504, or EL accommodations, all students must complete any started test unit within the same school day. Districts establish days and times for testing within the administration's state testing window.

### **English Language Arts/Literacy**

ELA Unit	Grades that May Be Grouped Together	Unit Testing Time (minutes)*
	Computer-based	
Unit 1	Grade 3, Grade 4, Grade 5	90
	Grade 6, Grade 7, Grade 8	110
Unit 2	Grade 3, Grade 4, Grade 5	90
	Grade 6, Grade 7, Grade 8	110
Unit 3	Grade 3, Grade 4, Grade 5	90
	Grade 6, Grade 7, Grade 8	110

### **Mathematics**

Math Unit	Grades that May Be Grouped Together	Unit Testing Time (minutes)*
	Computer-based	
Unit 1	Grade 3, Grade 4, Grade 5 ( <i>non-calculator</i> )	65
	Grade 6, Grade 7, Grade 8 ( <i>non-calculator/calculator</i> )	65
Unit 2	Grade 3, Grade 4, Grade 5 ( <i>non-calculator</i> )	65
	Grade 6, Grade 7, Grade 8 ( <i>calculator</i> )	65
Unit 3	Grade 3, Grade 4, Grade 5 ( <i>non-calculator</i> )	65
	Grade 6, Grade 7, Grade 8 ( <i>calculator</i> )	65

## Science and Social Studies

S/SS Unit	Grades that May Be Grouped Together	Unit Testing Time (minutes)*
	Computer-based	
Unit 1	Grade 4 and 7 Social Studies, Grade 5 and 8 Science	80
	High School Science	50
Unit 2	Grade 4 and 7 Social Studies, Grade 5 and 8 Science	80
	High School Science	50
Unit 3	Grade 4 and 7 Social Studies, Grade 5 and 8 Science	80
	High School Science	50

\*If all students in a physical testing group complete the test unit before the unit testing time is reached, the Test Administrator may end the test unit.

### 2.4.1 Late-Arriving Students

A student who arrives after testing has begun must test in a separate location in order to provide the full unit testing time. SACs determine where the student will complete testing (location must meet all testing environment requirements).

### 2.4.2 Stops in Testing

Two types of breaks are allowed during a unit. Refer to the following procedures for each type of break:

- **Bathroom breaks for an individual student.** During testing, only one student should be allowed to leave the room at a time. Talking among students is not allowed at any time. Students should not have access to cell phones or other prohibited electronic devices during breaks. Bathroom breaks do not stop the testing clock. If a student leaves the testing room for an extended period of time and returns, the Test Administrator must decide whether confidentiality has been breached and if it is appropriate for the student to continue testing.
- **Short breaks for students.** At the discretion of the Test Administrator, one stretch break of up to three minutes is allowed for all students in the testing group (at the same time) during each unit of the assessment. Students are not allowed to talk and must not exit from the test environment. It is recommended that visual blocks are applied to students' device screens (e.g., monitors turned off, folders taped to screens). Adjust the end of unit stop time by three minutes at the end of the stretch break.

Interruptions to the test unit are not considered breaks. Follow the procedures outlined below for interruptions in testing.

- **Emergency situations that significantly interrupt testing.** In the event of a school-wide emergency that causes a disruption in testing, ensuring the safety of students and staff is the top priority. Refer to *2.1.1 Security Plan* for more information.
- **Medical situations and ill students.** If a student becomes ill or experiences a medical or family emergency during testing

#### Computer-based

- The Test Administrator must note the exact place in the test where the student stopped and the amount of time remaining in the test unit.
- The student must exit the online test before leaving. Refer to *TestNav Exit Instructions* on page 55.
- The student may make up incomplete or missed units during make-up testing. When the student returns, the Test Administrator must resume the test unit before the student can continue testing. For instructions on how to resume a test unit, refer to *Interruptions to Testing* in Section 4.1.

■ **Technology Interruptions.** These interruptions include, but are not limited to, device malfunctions and error messages that could not be resolved by the Test Administrator.

- **Single student.** If a single student experiences a technology disruption, take the following steps:
  - 1) Note the time of the interruption in order to calculate the remaining unit testing time.
  - 2) Follow the school's procedures as to who should be contacted to provide troubleshooting guidance.
    - Refer to the *Appendix D* for common error codes and actions.
    - Technology Coordinators and Test Administrators must NOT take photos of error screens.
  - 3) Provide the student with the remaining unit testing time once their test is resumed.
- **Multiple students.** If multiple students experience technology disruption, take the following steps:
  - 1) Pause testing until the problem is resolved.
  - 2) Note the time of the interruption in order to calculate the remaining unit testing time.
  - 3) Follow the school's procedures as to who should be contacted to provide troubleshooting guidance.
  - 4) Once the issues are resolved, resume students' tests in PearsonAccess<sup>next</sup> before instructing students to sign back in to TestNav. Students should continue testing on the devices they were previously using.
  - 5) Provide students with the remaining unit testing time to complete testing.

---

### 2.4.3 Make-up Testing

---

The district and/or school determines the logistics for providing make-up testing time to students who were absent or missed a regularly scheduled session for another reason. All make-up units must be administered in order (e.g., a student who missed Unit 1 due to absence may not take Unit 2 with their class before making up Unit 1; however, the student could take Unit 1 while the rest of the class takes Unit 2 if the timing and directions are the same).

## 2.5 Assessment with Accommodations

Accommodations are changes to materials, procedures, or techniques that allow students with disabilities and English learners (ELs) to participate meaningfully in classroom instruction and assessment activities. Assessment accommodations must be listed in the student's IEP, 504, or EL plan (EL plans can be at the district, school, or individual student level). These include linguistic accommodations and presentation, response, and timing accommodations for students with disabilities.

Computer-based and paper-based accommodations are available for CMAS assessments; however, some accommodations, such as large print, braille, and CSLA, are only available through paper-based forms. Many students who receive approved testing accommodations documented in their IEP, 504, or EL plan may test in the same environment as their peers; however, if the accommodation changes unit testing time (e.g., double time), requires auditory presentation of assessment content from an adult (oral script), specifies small group or one-on-one testing, etc., the student will need to test in a separate environment. Refer to *Section 6.0 Accommodations, Accessibility Features, and Administrative Considerations* in the *CMAS and CoAlt Procedures Manual* for more information.

Certain accommodations that may impact the construct being measured by the assessment require approval by CDE before they can be provided to students, even if the accommodations are listed on a student's IEP or 504 plan. A Unique Accommodation Request (UAR) form must be completed, including current data supporting the need for the accommodation, and submitted by the DAC to the CDE Assessment Unit for review. Providing the following unique accommodations without CDE approval may result in misadministration or suppression of scores:

- Auditory presentation of the ELA assessment, including text-to-speech (TTS) and oral script
- Scribe for constructed response questions on the ELA assessment
- Calculator on non-calculator units of the math assessment
- Any accommodation that may impact the construct being measured by the assessment or an accommodation that is not in *Section 6.0 Administrative Considerations, Accessibility Features, and Accommodations* of the *CMAS and CoAlt Procedures Manual*.

Under certain circumstances, a student with a disability may be allowed to use certain tools and materials as test accommodations that are otherwise prohibited. However, under no circumstances may any student be allowed access to the Internet (outside of the secure TestNav environment). **It is the SAC's responsibility to provide Test Administrators with information and training about the accommodations that a student is to receive on the testing day.**

## 3.0 Before Computer-based Testing

This section includes checklists of activities to complete before computer-based testing. Activity areas include training, preparing students, and testing setup.

### 3.1 Training

- Verify you have access to PearsonAccess<sup>next</sup>.
  - No PearsonAccess<sup>next</sup> account – An automated email is received from [cohhelp@support.pearson.com](mailto:cohhelp@support.pearson.com) once the SAC or DAC creates user accounts for the school or district. The email provides directions for creating a password for the new PearsonAccess<sup>next</sup> account. The PearsonAccess<sup>next</sup> account must be set up before testing. Contact the SAC if this email is not received before testing.
  - Existing PearsonAccess<sup>next</sup> account – Use the **Forgot Password** link on the sign in screen if a password reset is needed, or contact Customer Support at 1-888-687-4759 for assistance. If the account is locked or disabled, contact the SAC.
- Attend trainings provided by the district or school. For additional information regarding proper testing procedures and training, go to: <http://avocet.pearson.com/CO/Home>.
  - Understand that units must be administered in order for all content areas, including for make-up testing. Out of order testing will result in misadministration or suppression of scores.
- Sign the *CMAS and CoAlt Security Agreement* form and return it to the SAC (form located in *Appendix A*).
- Review the *CMAS Test Administrator Manual* and the *CMAS and CoAlt Procedures Manual*, including *Section 6.0 Administrative Considerations, Accessibility Features, and Accommodations* (if administering an accommodated form of the assessment).

### 3.2 Preparing Students

Test Administrators are not allowed to assist students with TestNav functionality and navigation during online testing. Student and educator resources may be used prior to testing to preview sample questions and item types and answer students' questions about using TestNav, embedded tools, and assigned accessibility features and accommodations.

- Refer to *1.3 Student Resources* for more information.
- Discuss accommodations with students prior to testing to explain the materials or types of assistance that will be available to them during the assessment. This includes explaining to students the level of reading support the Test Administrator is allowed to provide during the test.

### 3.3 Testing Setup

- Depending on district or school practices, the DAC or SAC assigns online accommodations (e.g., Spanish) for English learners and students with disabilities testing with accommodations, as well as any accessibility features (e.g., color contrast) for any student, as appropriate.
  - **Note:** Text-to-speech is an accessibility feature for math, science, and social studies; text-to-speech is a unique accommodation for ELA and must be approved by CDE prior to assignment and use.
- Verify students are assigned to the appropriate test form on the **Students in Sessions** screen in PearsonAccess<sup>next</sup>. A marker is displayed next to the student's SASID in the **State Student Identifier** column (e.g., **TTS** is displayed in this column if the student is assigned to the English text-to-speech form, **SPAw/TTS** is displayed if the student is assigned to the Spanish transadapted or text-to-speech form).
- Depending on district or school practices, the DAC, SAC, or Technology Coordinator must download test content (**proctor cache**) prior to testing.
  - Proctor caching is recommended no later than the day before starting the test session. Instructions on proctor caching are found at <https://support.assessment.pearson.com/x/HAACAQ>.
  - The DAC or SAC must **prepare test sessions** using the "Prepare Sessions" feature prior to testing. It is recommended that sessions are prepared no later than the day before starting the test session. Instructions on preparing test sessions are found at <https://support.assessment.pearson.com/x/JoDy>.

- Prepare the testing space appropriately.
- Post the “Do Not Disturb” sign on the door outside the testing space.
- Receive Student Testing Tickets from the SAC. On each testing day, the SAC provides the Student Testing Tickets for the scheduled content area. If administering multiple PearsonAccess<sup>next</sup> test sessions, keep the tickets grouped by test session.
- Students assigned to a text-to-speech form have a headphones icon on their testing tickets. Make sure these students have headphones and check device volume before signing in to TestNav. 
- Students assigned to a form that matches an oral script have the following icon on their testing tickets. Make sure the the appropriate auditory presentation materials are received from the SAC. 
- Just before testing Unit 1, Test Administrators must “Start” the test session in PearsonAccess<sup>next</sup> and “Unlock” Unit 1 (refer to directions *Section 4.0*).
  - Students cannot log into a test unit if it is locked.
  - Units cannot be unlocked if the test session is not started.
  - The test session cannot be started if it is not prepared (contact the SAC if this is the case).
  - Only one unit can be unlocked at any given time, but different test units can be unlocked for individual students. The Test Administrator will receive an error from PearsonAccess<sup>next</sup> if attempting to unlock more than one unit at once, at either the session or student level.

## 4.0 During Computer-based Testing

This part of the *Test Administrator Manual* includes information about administration of computer-based testing. Information includes:

- Preparing for Online Administration
  - Signing in to PearsonAccess<sup>next</sup>
  - Starting the Test and Unlocking the Unit in PearsonAccess<sup>next</sup>
  - Monitoring the Computer-based Test Session
  - Interruptions to Testing
- During Testing Checklist
- Administrator “SAY” Directions

### 4.1 Preparing for Administration

#### Signing in to PearsonAccess<sup>next</sup>

Sign in to PearsonAccess<sup>next</sup> by going to <https://co.pearsonaccessnext.com>.

1. Select **Sign In**.
2. Enter your username and password (created prior to administration).
3. Verify the correct administration is the selected.
  - Colorado > 2018-2019 > CMAS Spring 2019



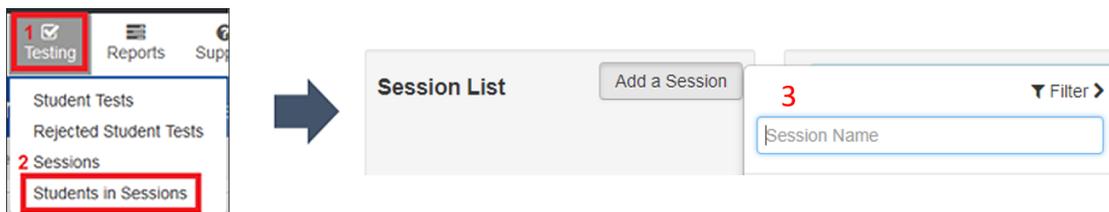
Colorado > 2018 - 2019 > CMAS Spring 2019 ▾

#### Starting the Test and Unlocking the Unit in PearsonAccess<sup>next</sup>

##### Before Unit 1

A test session must be started before students in the test session can log in and begin taking a test online. To start a test session:

1. Go to **Testing (1) > Students in Sessions (2)**, and add the test session to the **Session List (3)** on the left side of the screen by typing the name of the appropriate session. (If the session name is unknown, select **Sessions** from the **Testing** menu, select the appropriate session, then select **Students in Sessions**.)

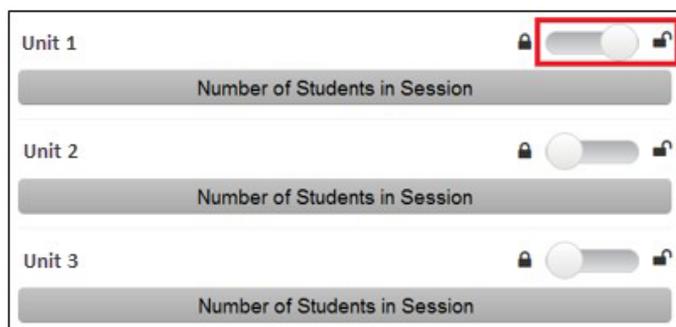


2. Click a session name to select it from the list.
  - Repeat Steps 1 and 2 for additional test sessions if student tests from multiple test sessions will be managed at once.
  - Select **Combined View** to view students from multiple sessions. Combined View

3. Click **Start Session**, or **Start All Sessions** if **Combined View** was selected.



- If the **Start** button cannot be selected, immediately contact the SAC.
4. On the **Students in Sessions** screen verify that students requiring special forms are assigned the appropriate online test form by checking for a marker in the **State Student Identifier** column (e.g., **TTS** is displayed in this column if the student is assigned to the English text-to-speech form, **SPAw/TTS** is displayed if the student is assigned to the Spanish transadapted or text-to-speech form). Select the **unlock** icon next to the Unit 1 progress bar at the session level.



- Only one unit can be unlocked at once.
- If a student is making up a different unit than the rest of the class, the make-up unit can be unlocked for that student, but only one unit can be unlocked for an individual student at once. Select the drop-down arrow next to the student's individual unit status to set the lock/unlock to the appropriate status. **Remember units must be administered in order, including for make-up testing.**

Immediately prior to testing, Test Administrators must provide each student with his or her own Student Testing Ticket.

### Sample

**STUDENT TESTING TICKET**

**Student:** DOE, JANE  
**State ID#:** 1234567890  
**Session:** Sample Session  
**Date of Birth:** YYYY-MM-DD  
**Test:** Grade 08 Science

You are authorized to take the electronic version of this test. You will be asked to provide the following information in order to access the test on the device. Please wait for the instructions from the test monitor before proceeding.

Select **Colorado** in the application or go to <https://co.testnav.com>

**Username:** 0075156303    **Password:** 7bc473

(OPTIONAL) Local Testing Device ID: \_\_\_\_\_

Once the test session is started, the student will log in to the TestNav app using the username and password provided on the Student Testing Ticket. Ensure every student has a Student Testing Ticket with his/her name on it and that each student logs in to his/her online test.

- If a student begins testing on another student’s online test, this may result in a misadministration.
- If students receive a message with code “MSG 9058: The username or password you entered is incorrect, or the test session has not been started” make sure they are on the **Colorado Sign In** screen.



Test Administrators will read “SAY” directions to guide students through logging in to TestNav and beginning the test.

### Before Units 2 and 3

The test unit must be unlocked at the test session level in PearsonAccess<sup>next</sup> before administering Unit 2 or 3.

**Remember units must be administered in order for all content areas, including for make-up testing. Testing units out of order will result in misadministration or suppression of scores.**

To unlock tests:

1. Go to **Testing > Students in Sessions**.
2. Select the session from the **Session List** or select **Add a Session** to locate the test session(s).
3. Select the **unlock** icon next to the Unit 2 or 3 progress bar at the session level.



- Only one unit can be unlocked at a time for each student. If a previous unit is not locked, it must be locked before the next unit can be unlocked.
- If a student is making up a different unit than the rest of the class, the make-up unit can be unlocked for that student, but only one unit can be unlocked for an individual student at once. Select the drop-down arrow next to the student’s individual unit status to set the lock/unlock to the appropriate status.

---

## Monitoring the Computer-based Test Session

---

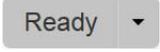
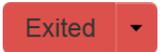
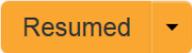
Test Administrators engage in active proctoring by walking around the testing environment during testing.

Clarify only general administration instructions for students (i.e., questions regarding test procedures) after reading the “SAY” directions word-for-word. TestNav assistance may only be provided if a student receives an error message or if the technology is not functioning correctly.

Test Administrators must not read the test content appearing on the students’ device screens.

Test Administrators should monitor student progress through PearsonAccess<sup>next</sup> by watching the unit progress bar at the session level and the status of individual test units for individual students. Click the **Refresh** button to update the displayed data. Click on a student’s unit status to view detailed information about the student’s test unit and item progress.

As students begin to sign in and start the test, the unit status field next to the student’s name will show one of the following for the current unit:

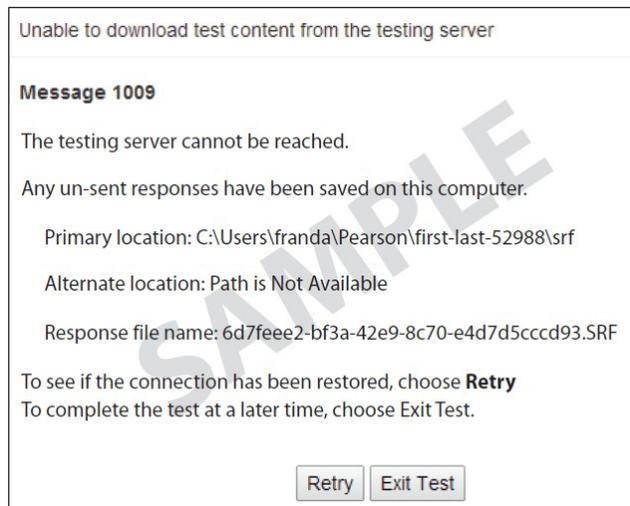
Status	Explanation
	The test session is prepared, but the unit is locked.
	The unit is unlocked. The student has not yet started the unit.
	The student signed in and started the unit.
	The student saved and exited the test unit but has not submitted their final answers for the unit.
	The unit can be re-entered by the student. If the unit is not set to “Resumed” status by a Test Administrator after the student exited the unit, the unit cannot be re-entered. This status uses only the test data last sent to the Pearson server rather than data saved on a specific machine.
	The unit can be re-entered by the student. This status forces TestNav to check for a saved response file (SRF) on the testing machine when the student signs back into the machine. For more information, refer to <a href="https://support.assessment.pearson.com/x/DAACAQ">https://support.assessment.pearson.com/x/DAACAQ</a> .
	The unit was completed and final answers for the unit were submitted by the student. Responses were received by Pearson.
	The SAC or DAC marked the test unit complete.

### Sample TestNav Errors

If a student receives an Early Warning message, select the **Test Proctor - Click Here** button on the student’s screen.



Then select **Retry**.



A list of the top ten error messages received by students is located in *Appendix D* of this manual. This list includes steps for error resolution. If the errors cannot be resolved, call the Pearson Help Desk at 1-888-687-4759.

---

## Interruptions to Testing

---

If there is an interruption to testing, the student should select the button next to his or her name displayed in the top right corner of the screen; choose the option “**Sign out of TestNav**”; then select “**Save and Return Later**” on the **Exit Test** screen.

The test will be closed and the student will be listed in “Exited” status on the **Students in Sessions** screen. A Test Administrator must resume the student’s test unit before the student can continue with the same unit. A student cannot resume a unit until a Test Administrator authorizes the student to do so.

If a student exits TestNav (either unintentionally or intentionally) before completing a test unit:

1. Verify TestNav is shut down on the student’s device.
2. Resume the student’s test in PearsonAccess<sup>next</sup>.
  - The student’s test will resume from the point at which the test was interrupted.
  - The system will upload any test responses that the student entered after the interruption if resuming on the same testing device.

To resume\* a student’s test unit, complete the following steps in PearsonAccess<sup>next</sup> using the Test Administrator computer or tablet.

1. Go to **Testing > Students in Sessions**.
2. Locate the appropriate test session.
3. Search to find the student(s) for whom a unit needs to be resumed.
4. Use one of two options to change the student status.
  - Small number of students: Click the arrow next to the student’s unit status and select **Resume** or **Resume Upload**.
    - If the unit status is “Exited” in PearsonAccess<sup>next</sup> and *TestNav is shut down on the student device*, select “Resume” to use only the test data last sent to the Pearson server rather than data saved on a specific testing machine.
    - If the unit status is “Active” in PearsonAccess<sup>next</sup> and *TestNav is shut down on the student device*, select “Resume Upload” to force TestNav to check for a saved response file (SRF) on the testing machine when the student logs back in to continue.
  - Multiple student tests to resume at the same time: Select the checkbox next to each student for whom tests need to be resumed. Open the task list, select **Resume Student Tests** and click **Start**. Select the checkbox next to the unit that needs to be resumed for each student and click **Resume**. When a

test is resumed using this option, the test is set to “Resumed Upload”. This forces TestNav to check for an SRF on the testing machine when a student logs back in to continue.

\*A unit cannot be resumed if it is in “Resumed,” “Marked Complete,” or “Completed” status.

Follow the school’s protocol if there is a technical problem. The local technology coordinator (the School or District Technology Coordinator) may need to be contacted.

For any problems involving PearsonAccess<sup>next</sup> or TestNav, call Pearson at **1-888-687-4759**. If a student prematurely selects the **Submit/Submit Final Answers** button, the Test Administrator must contact the SAC who will contact the DAC.

**NOTE:** Student test units only go into “Completed” status if the student selects the green **Submit/Submit Final Answers** button on the **End of Unit** screen.

## 4.2 During Testing Checklist

- Open and manage all relevant PearsonAccess<sup>next</sup> test sessions on each testing day for each testing group. Managing test sessions includes:
  - Starting the session
  - Unlocking the unit being tested
  - Locking the unit for absent students
  - Resuming a student’s test after a temporary stop in testing
  - Ensuring students submit completed test units
  - Locking a unit upon completion
  - **Stopping the test session only after all students have completed all units and each test unit is in a “Completed” status**
- Distribute Student Testing Tickets and have students log in to TestNav. Ensure every student has a Student Testing Ticket with his/her name on it and that each student signs in to his/her online test. The student’s name appears in the top right corner of the device screen once he/she signs in to TestNav. **NOTE:** If a student begins testing on another student’s online test, this may result in a misadministration. Immediately contact the SAC if this occurs.
- Account for all students enrolled in the test session.
  - If a student is absent, notify your SAC.
  - On absent students’ Student Testing Tickets, write the missed unit(s) that must be completed in make-up sessions upon their return.
- Keep track of make-up students who may be taking a different unit of the test from other students in the same room.
  - Units must be administered in order for all content areas, including for make-up testing.
  - Individually lock and unlock the appropriate test units for these students.
    - Select the drop-down arrow next to the individual unit status for the student to set the lock/unlock to the appropriate status.
    - Remember, only one test unit can be unlocked for an individual student at any given time.
  - Make-up students testing online may require a different Student Testing Ticket.
  - Depending on the school’s make-up testing arrangement, multiple test sessions may be viewed through the “Combined View” in PearsonAccess<sup>next</sup>.
  - If a student is making up a previously started unit, monitor and ensure the student does not alter any previously entered responses.
  - Contact the SAC for further instructions on make-up testing.

- Read aloud the Administrator “SAY” directions exactly as printed in this *CMAS Test Administrator Manual*.
  - **Test Administrators providing the accommodation of Auditory Presentation: Oral Script for Translation into Languages other than English or Spanish including sign language must follow the guidelines in the *CBT Oral Script for Translation* document that is provided separately.**
  - Clarify only general administration instructions (i.e., questions regarding test procedures) after reading the “SAY” directions word-for-word. TestNav assistance may only be provided if a student receives an error message or if the technology is not functioning correctly. Do not answer any questions related to test content.
- Actively administer the test.
  - Refresh the **Students in Sessions** screen in PearsonAccess<sup>next</sup> frequently to monitor student status, ensuring all testing students remain in “Active” status during online testing.
- Resume tests as needed.
- Maintain the security of:
  - Student Testing Tickets, from receipt before testing to collection after each test unit (collect the tickets after each test unit only if the school is taking extended breaks between units).
  - **Used** scratch paper.
  - Any accommodated materials.
- At the end of each test unit:
  - Verify the tested unit status for each student appears as “Completed”.
  - Place Student Testing Tickets in an unsealed secure return envelope for return to the SAC at the end of the active unit testing time.
  - Document the return of all secure test materials (used and unused) on the school’s chain of custody form.
- It is highly recommended that students testing online use the same device for each day of testing. This can be tracked on each Student Testing Ticket by identifying the device that was used (e.g., iPad #7, laptop #26). This will help in recovering response data, if necessary.
- Document any unusual circumstances or breaches of test security regulations.

### 4.3 Administrator “SAY” Directions

The administrator “SAY” directions are a script for Test Administrators to follow on each day of testing. The Test Administrator must read aloud WORD-FOR-WORD the material that is preceded by the “SAY” symbol and printed in bold type. The provided “SAY” script must be used for all test units. The material in italics is information meant for Test Administrators and should not be read aloud to students.

**Test Administrators providing the accommodation of Auditory Presentation: Oral Script for Translation into Languages other than English or Spanish including sign language must follow the guidelines in the *CBT Oral Script for Translation* document that is provided separately.**

After the “SAY” directions are read word-for-word, they may be repeated or clarified, at the request of students, as long as the substance of the directions is not changed. “SAY” directions may be repeated as many times as needed. No test items may be clarified.

If providing the **General Administration Directions Clarified in Student’s Native Language** accommodation to an English learner, the aforementioned guidelines must also be followed in providing clarifications in the student’s native language.

The test administration symbols shown below are used throughout the “SAY” directions.

	Precedes the directions the Test Administrator is to read aloud to students. “SAY” directions are printed in <b>bold type</b> .
	Appears as a reminder to unlock a test unit.
	Appears as a reminder to lock a test unit.
	Accompanies any information concerning the timing of the test.
	Indicates a reminder to verify text-to-speech volume prior to students signing into the test.
	Appears with a page number at the end of the “SAY” directions, indicating where the Test Administrator should begin reading “SAY” directions if students are proceeding to the next test unit immediately after completing the current test unit.
	Accompanies any information concerning calculators and calculator sections of Grades 6, 7, and 8 mathematics.
	Indicates that the Test Administrator is to handout specified materials to students while reading "SAY" directions.

The following symbols appear on Student Testing Tickets to indicate special form assignment.

	Text-to-Speech form (English or Spanish)
	Oral Script form for use with signed presentation or auditory presentation in a language other than English or Spanish (math, science, and social studies only)

## Test Administrator Notes

1. Confirm all testing devices are turned on and the TestNav App Sign In screen is set to Colorado.
2. The “SAY” directions indicate when to distribute the following student test materials:
  - Student Testing Tickets – If a student arrives to test and a ticket is not available for that student, immediately contact the SAC.
  - Scratch paper (optional for science, social studies, and ELA)
3. Note any students who are absent and provide this information to the SAC to arrange for make-up testing. Lock the test unit for the individual absent student(s) in PearsonAccess<sup>next</sup>.
4. Administration “SAY” directions may need to be adjusted for students requiring additional materials needed as part of an accommodation plan.
5. Note the specific device on which each student is testing. Record this information on the “Local Testing Device” line that appears on the Student Testing Ticket. **Each student should use the same device for all units of each content area assessment to aid in response data recovery if needed.**



## 4.4 Computer-based “SAY” Directions

### 4.4.1 Science Grades 5, 8, and High School – Social Studies Grades 4 and 7 – All Units

Use this script for all units of the computer-based CMAS Science and Social Studies assessments. Units must be administered in order, including for make-up testing. Testing units out of order will result in misadministration or suppression of scores.

#### Computer-Based Testing, Science and Social Studies

Required Materials	When to Distribute
Student Testing Ticket	As indicated in Test Administrator SAY Directions
Headphones (only if using text-to-speech) 	Before reading Test Administrator SAY Directions <ul style="list-style-type: none"> <li>The headphones symbol on the Student Testing Ticket or the accessibility feature/accommodation indicator near the student's SASID in PearsonAccess<sup>next</sup> indicates the student is assigned the text-to-speech form and needs headphones to test.</li> </ul>
Optional (according to local policy): Scratch Paper and No. 2 Pencil	As indicated in Test Administrator SAY Directions

 At the session level in PearsonAccess<sup>next</sup>, unlock the unit that is to be tested before reading the “SAY” directions.

- At the student level, lock (  ) the unit for any absent students.
- At the student level, unlock (  ) appropriate test units for any make-up students.

**Confirm all testing devices are turned on and the TestNav Sign In screen for Colorado is available.**

- It is highly recommended that students use the same device for each day of testing. This can be tracked on Student Testing Tickets by identifying the device that was used by each student (e.g., iPad #7, Chromebook #26).

**Read to students for each unit:**

**SAY** Today you will take Unit \_\_\_ (fill in the appropriate unit) of the CMAS \_\_\_ (fill in the appropriate grade level and content area: science or social studies) assessment.

*If you have any make-up students in the room, communicate the unit, if different.*

*If the district allows reading materials,*

**SAY** If you brought a book with you, place it under your seat.

*Make sure students do not have access to cell phones or other electronic devices during testing. These devices are prohibited and their use for any purpose may result in a misadministration.*

**SAY** You may not have any electronic devices other than your testing device. Making calls, texting, taking pictures, using social media, and browsing the Internet are not allowed. If you are found to have an unapproved electronic device during testing, your test might not be scored.

If cell phones can be collected at the school,	<b>SAY</b> If you have a cell phone or any other device with you, make sure it is turned off. I will collect devices now and will return them at the end of the testing session.
If cell phones <b>cannot</b> be collected at the school,	<b>SAY</b> If you have a cell phone or any other device with you, make sure it is turned off and securely stored.  <i>If the school has a policy that prohibits the collection of cell phones, be sure students store cell phones in lockers, backpacks, or other designated areas prior to starting the assessment.</i>

**SAY** I will hand you a Student Testing Ticket. Use the ticket to sign in to the test when I tell you to do so. Your ticket will be collected at the end of the unit.



Distribute Student Testing Tickets. Maintain the Student Testing Tickets for absent students and store separately. At a later time, you may choose to write on the ticket: Absent Unit \_\_ (fill in the appropriate unit). Provide absent student information to the SAC after the session to arrange for make-up testing.

If any students are assigned a text-to-speech form, read the following SAY directions preceded by the TTS icon:	<b>TTS</b> If you are using text-to-speech, plug-in your headphones and put them on now. On the "Sign In" screen, select the "Test Audio" link. Make sure you can hear through your headphones and adjust the volume on your device before you sign in to test. Raise your hand if you need help.  <i>Verify in PearsonAccess<sup>next</sup> that these students are assigned the appropriate text-to speech form (see <b>TTS</b> (English) or <b>SPAwTTS</b> (Spanish) marker next to the student's SASID). If the marker is missing, the form was not assigned to the student. DO NOT have the student sign in to TestNav. Immediately contact the SAC. A form cannot be reassigned once a student signs in to TestNav.</i>
---	---

**SAY** Find your first and last name on your ticket. If your name is not on the ticket, raise your hand.

Ensure every student has a Student Testing Ticket with his/her name on it and that each student signs in to his/her online test.

**NOTE:** If a student begins testing on another student's online test, this may result in a misadministration.

**SAY** Enter the username and password exactly as they appear on your ticket. Select the blue Sign In button.

If a student receives a message that says, "The username or password you entered is incorrect," the Test Administrator may assist with the sign in process. If the Sign In screen does not say "Colorado," select the user menu in the top right corner of the screen and select "Choose a different customer". On the new screen, select the "Colorado" icon.

When all students have signed in, continue.

**SAY** Once you sign in, find your name in the upper right corner of the "Available Tests" screen (J. Doe ). If you do not find your name, raise your hand.

Assist students as needed. If a different name appears on the TestNav screen:

- Have the student exit the test by selecting the button next to the displayed name; choose the option **Sign out of TestNav**.
- Check that the student has the correct Student Testing Ticket and attempt to sign in again.

★ **SAY** The test is divided into three units. You will only work on Unit \_\_ (fill in the appropriate unit) at this time. Select the Start button for Unit \_\_ (fill in the appropriate unit).

If a student cannot select the Start button:

- 1) Select the Refresh button, then try again.
- 2) Verify the unit is unlocked on the Students in Session screen in PANext.

If there are make-up students in the test environment, communicate the appropriate make-up unit information to the students and make sure they have access to that test unit. **Reminder:** Units must be administered in order, including for make-up testing. Testing units out of order will result in misadministration or suppression of scores.



TestNav on iPads

**SAY** You will see a message that says, “Confirm App Self-Lock.” Click or tap “Yes” to continue testing.

*Students who click or tap “No” cannot start or continue testing.*

**SAY** Check that the “Welcome” screen that says CMAS \_\_\_\_\_ (fill in the appropriate grade level and content area).

*Assist any students who do not see the correct test name on their screen.*

**SAY** Select the blue Start button.

**SAY** You will take this test by yourself. You may not go to other websites, use materials from class, or share questions or answers from the test with other students during or after testing.

Read each question. Then, follow the directions to answer each question. If you do not know the answer to a question, use the bookmark and go on to the next question. Keep in mind that test questions may take a few seconds to load.

You may use the Notepad tool (  ), found in the toolbar, to take notes while you take the test. Answers in the Notepad tool will not be scored.

*Follow the district’s scratch paper policy:*

*If no scratch paper is to be provided,*

*Skip ahead to “SAY” directions that appear after this option box.*

*If scratch paper is to be provided,*

**SAY** If you prefer to use scratch paper for taking notes, raise your hand.



*Distribute blank scratch paper and pencils, as requested, to students. Students may exchange for a new piece of scratch paper during the unit, but may only have one piece at a time.*

*Pause.*

*High School Science only*

**SAY** There will be an exhibits button on the right side of your screen. You may select this button to access a periodic table during the test. Select an element to view its information.

*Pause.*

**SAY** After the last question, you will come to the “End of Unit” screen. If you finish early, you may review your answers and any bookmarked questions. Once you submit your answers, you will not be able to return to the unit.

If you need help submitting your answers or have difficulty with your device, raise your hand and I will help you. I cannot help you with questions or online tools.

**SAY** Are there any questions?

*Pause to answer any questions and then continue.*



Timing information to be read to students for each unit

Social Studies Grades 4 and 7	<b>SAY</b> You will have 80 minutes to complete Unit __ (fill in the appropriate unit) of the CMAS Grade __ (fill in the appropriate grade level: 4 or 7) Social Studies assessment.
Science Grades 5 and 8	<b>SAY</b> You will have 80 minutes to complete Unit __ (fill in the appropriate unit) of the CMAS Grade __ (fill in the appropriate grade level: 5 or 8) Science assessment.
High School Science	<b>SAY</b> You will have 50 minutes to complete Unit __ (fill in the appropriate unit) of the CMAS High School Science assessment.

Pause.

**SAY** I will let you know when 10 minutes of testing time remain.



Options for timing of the test administration vary. Read the appropriate option based on your district's policy.

<b>Option A</b> – Students are to sit quietly when they are done testing.	<b>SAY</b> If you complete the unit and submit your answers before the time is up, you must sit quietly for the remainder of the time.
<b>Option B</b> – Students will be dismissed when they are done testing.	<b>SAY</b> If you complete the unit and submit your answers before the time is up, I will dismiss you.
<b>Option C</b> – Students may read when they are done testing.	<b>SAY</b> If you complete the unit and submit your answers before the time is up, you may sit quietly or read for the remainder of the time.

Pause.

**SAY** Select the blue Start button and begin working now.



Record the start time. Calculate the stop time and the time to announce the 10 minute warning. At the discretion of the Test Administrator, a 3 minute class stretch break may be allowed during the unit.

- Write the stop time on the blackboard, whiteboard, chalkboard, or other display.
- If the test is paused for a 3 minute stretch break, the stop time must be adjusted by 3 minutes at the end of the break.

At the discretion of the Test Administrator, if/ when a stretch break is taken,	<b>SAY</b> Please stop and cover your screen. We will take a silent three minute stretch break. No talking is allowed. <i>Adjust the stop time by 3 minutes. After 3 minutes have passed,</i>
	<b>SAY</b> You may now resume testing.

### Monitor students

- Move around the room and ensure students are focused on their own work and do not have access to any prohibited materials. Do not actively read test content on students' device screens.

If a student is off task (e.g., the student is sleeping or not paying attention to the task)	<b>SAY</b> Redirect the student's attention to the test.
	<b>SAY</b> [Student name], please continue working. <i>You may not remind or encourage a student to answer all questions. You may not use redirection as a pacing strategy.</i>

- Monitor the status of each student's unit while viewing the Students in Sessions screen in PearsonAccess<sup>next</sup>. Remember to refresh the page occasionally. Each student's item-by-item test progress may be monitored by selecting the unit status in line with their name on the Students in Sessions screen.

### Interruptions

- If a student must temporarily leave the testing area, the student's device screen must be covered.
- If a student receives an Early Warning message, select the **Test Proctor - Click Here** button on the student's screen. Then select **Retry**. For additional information, refer to **Appendix D** for a list of common error codes and resolutions or go to <https://support.assessment.pearson.com/display/TN/Error+Codes>. If the test does not resume, call the Pearson Help Desk at 1-888-687-4759.
- Refer to "Stops in Testing" in Section 2.4.2 for more information.

If a student finishes before the end of the unit testing time and needs help exiting TestNav,

Refer to the **TestNav Exit Instructions** at the end of this section to guide the student through the exit process. If the student submitted their answers successfully, the student's unit status will change to "Completed" in PearsonAccess<sup>next</sup>.



When 10 minutes of unit testing time remain, if any students are still working on the test,

**SAY**

**There are 10 minutes remaining. Remember to check your work and make sure you try to answer all questions.**



When the unit testing time is reached (or if all students finish before the end of the unit testing time),

**SAY**

**Stop. This is the end of the unit.**

**Select the Review drop-down menu in the top left corner of your screen.**

**Scroll to the bottom of the Review drop-down menu and select End of Section.**

**Select the green "Submit" button.**

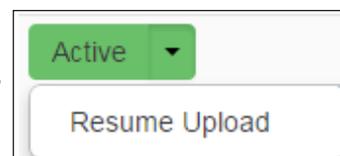
**The "Test Submit Warning" screen will appear. Select the green "Yes, Submit" button**

*Continue reading directions on the next page.*

<p>If students are proceeding to the next unit immediately after completing the tested unit,</p>	<p><b>SAY</b> <b>Are there any questions?</b></p> <p>Collect any used scratch paper.</p> <p>Turn to page 32 to resume the “SAY” directions for the next unit, beginning at the star (★). Students will not be able to start the next unit until:</p> <ul style="list-style-type: none"> <li>• all students in the test environment have completed the current unit,</li> <li>• the Test Administrator has locked the current unit in PearsonAccess<sup>next</sup>, and</li> <li>• the Test Administrator has unlocked the next unit.</li> </ul>
<p>If students are taking an extended break before the next unit or will take the next unit on another day,</p>	<p><b>SAY</b> <b>Select the “User Menu” button (  ) in the top right corner of the screen.</b></p> <p><b>Select “Sign out of TestNav”.</b></p> <p><b>You should see a message on the screen that says, “Sign out complete. Thank you for using TestNav.”</b></p> <p><b>Are there any questions?</b></p> <p>Do not stop the test session in PearsonAccess<sup>next</sup> until all units are in “Completed” status for all students. Collect Student Testing Tickets, any accommodated test materials, and used scratch paper and place in an unsealed CMAS Secure Return Envelope.</p> <p>Return the CMAS Secure Return Envelope to the SAC. Document the return of all secure test materials (used and unused) on the school’s chain of custody form.</p>
<p>If all students in the session have completed all units of the test,</p>	<p><b>SAY</b> <b>Are there any questions?</b></p> <p>Refer to “After Computer-based Testing” in Section 5.0.</p>

Verify in PearsonAccess<sup>next</sup> that all students show a unit status of “Completed” in the appropriate unit column on the **Students in Sessions** screen.

- If any students are in “Exited” status, they did not submit their final answers before signing out of TestNav.
  - Resume the student’s test, have the student sign in to TestNav using their Student Testing Ticket, then go through the proper steps to submit final answers.
- Confirm the student’s unit status changes to “Completed” in PearsonAccess<sup>next</sup>.
- If any students are in “Active” status, but they are no longer signed in to TestNav, they did not properly sign out of the test (e.g., the computer froze or crashed during testing or while the student was submitting their answers).
  - Change the student’s status to “Resume Upload”, have the student sign in to TestNav on the same device using their Student Testing Ticket, then go through the proper steps to submit final answers.
  - Confirm the student’s unit status changes to “Completed” in PearsonAccess<sup>next</sup>.



In PearsonAccess<sup>next</sup>, lock the tested unit at the session level.

- The unit status for students who just completed testing should be locked and “Completed.”
- The unit status for students who were absent should be locked and “Ready.”

## 4.4.2 Mathematics Grades 3–5 – All Units

Use this script for all units of the computer-based CMAS Mathematics assessments for grades 3 through 5. Units must be administered in order, including for make-up testing. Testing units out of order will result in misadministration or suppression of scores.

### Computer-Based Testing, Math Grades 3–5

Required Materials	When to Distribute
Student Testing Ticket Scratch Paper and No. 2 Pencil	As indicated in Test Administrator SAY Directions
Headphones (only if using text-to-speech) 	Before reading Test Administrator SAY Directions <ul style="list-style-type: none"> <li>The headphones symbol on the Student Testing Ticket or the accessibility feature/accommodations indicator near the student's SASID in PearsonAccess<sup>next</sup> indicates the student is assigned text-to-speech and needs headphones for testing.</li> </ul>
Optional (according to local policy): Printed Math Reference Sheets <ul style="list-style-type: none"> <li>Grade 5 only</li> </ul>	If printed, distribute as indicated in Test Administrator SAY Directions

 **At the session level in PearsonAccess<sup>next</sup>, unlock the unit that is to be tested before reading the “SAY” directions.**

- At the student level, lock (  ) the unit for any absent students.
- At the student level, unlock (  ) appropriate test units for any make-up students.

**Confirm all testing devices are turned on and the TestNav Sign In screen for Colorado is available.**

- It is highly recommended that students use the same device for each day of testing. This can be tracked on Student Testing Tickets by identifying the device that was used by each student (e.g., iPad #7, Chromebook #26).

**Read to students for each unit:**

**SAY** Today you will take Unit \_\_ (fill in the appropriate unit) of the CMAS Grade \_\_ (fill in the appropriate grade level: 3, 4, or 5) **Mathematics assessment.**

*If you have any make-up students in the room, communicate the unit, if different.*

*If the district allows reading materials,*

**SAY** **If you brought a book with you, place it under your seat.**

*Make sure students do not have access to cell phones or other electronic devices during testing. These devices are prohibited and their use for any purpose may result in a misadministration.*

**SAY** **You may not have any electronic devices other than your testing device. Making calls, texting, taking pictures, using social media, and browsing the Internet are not allowed. If you are found to have an unapproved electronic device during testing, your test might not be scored.**

If cell phones can be collected at the school,	<b>SAY</b> If you have a cell phone or any other device with you, make sure it is turned off. I will collect devices now and will return them at the end of the testing session.
If cell phones <b>cannot</b> be collected at the school,	<b>SAY</b> If you have a cell phone or any other device with you, make sure it is turned off and securely stored.  <i>If the school has a policy that prohibits the collection of cell phones, be sure students store cell phones in lockers, backpacks, or other designated areas prior to starting the assessment.</i>

**SAY** I will hand you a piece of scratch paper, a pencil, and a Student Testing Ticket. Use the ticket to sign in when I tell you to do so. Your ticket will be collected at the end of the unit.



Distribute Student Testing Tickets. Maintain the Student Testing Tickets for absent students and store separately. At a later time, you may choose to write on the ticket: Absent Unit \_\_ (fill in the appropriate unit). Provide absent student information to the SAC after the session to arrange for make-up testing.

Distribute blank scratch paper and pencils to students. Students may exchange for a new piece of scratch paper during the unit, but may only have one piece at a time.

If any students are assigned a text-to-speech form, read the following SAY directions preceded by the TTS icon:	<b>TTS</b> If you are using text-to-speech, plug-in your headphones and put them on now. On the “Sign In” screen, select the “Test Audio” link. Make sure you can hear through your headphones and adjust the volume on your device before you sign in to test. Raise your hand if you need help.  <i>Verify in PearsonAccess<sup>next</sup> that these students are assigned the appropriate text-to speech form (see <a href="#">TTS</a> (English) or <a href="#">SPAwTTS</a> (Spanish) marker next to the student’s SASID). If the marker is missing, the form was not assigned to the student. DO NOT have the student sign in to TestNav. Immediately contact the SAC. <b>A form cannot be reassigned once a student signs in to TestNav.</b></i>
---	--

**SAY** Find your first and last name on your ticket. If your name is not on the ticket, raise your hand.

Ensure every student has a Student Testing Ticket with his/her name on it and that each student signs in to his/her online test.

**NOTE:** If a student begins testing on another student’s online test, this may result in a misadministration.

**SAY** Enter the username and password exactly as they appear on your ticket. Select the blue Sign In button.

If a student receives a message that says, “The username or password you entered is incorrect,” the Test Administrator may assist with the sign in process. If the Sign In screen does not say “Colorado,” select the user menu in the top right corner of the screen and select “Choose a different customer”. On the new screen, select the “Colorado” icon.

When all students have signed in, continue.

**SAY** Once you sign in, find your name in the upper right corner of the “Available Tests” screen (J. Doe ). If you do not find your name, raise your hand.

Assist students as needed. If a different name appears on the TestNav screen:

- Have the student exit the test by selecting the button next to the displayed name; choose the option **Sign out of TestNav**.
- Check that the student has the correct Student Testing Ticket and attempt to sign in again.

★ **SAY** The test is divided into three units. You will only work on Unit \_\_ (fill in the appropriate unit) at this time. Select the Start button for Unit \_\_ (fill in the appropriate unit).

If a student cannot select the Start button:

- 1) Select the Refresh button, then try again.
- 2) Verify the unit is unlocked on the Students in Session screen in PANext.

If there are make-up students in the test environment, communicate the appropriate make-up unit information to the students and make sure they have access to that test unit. **Reminder:** Units

must be administered in order, including for make-up testing. Testing units out of order will result in misadministration or suppression of scores.



TestNav on iPads

**SAY** You will see a message that says, “Confirm App Self-Lock.” Click or tap “Yes” to continue testing.

*Students who click or tap “No” cannot start or continue testing.*

**SAY** Check that the “Welcome” screen that says **CMAS Grade** \_\_\_ (fill in the appropriate grade level: 3, 4, or 5) **Mathematics**.

*Assist any students who do not see the correct test name on their screen.*

**SAY** Select the blue **Start** button.

**SAY** You will take this test by yourself. You may not go to other websites, use materials from class, or share questions or answers from the test with other students during or after testing.

**Read each question. Then, follow the directions to answer each question. If a question asks you to show or explain your work, you must do so to receive full credit.**

**If you do not know the answer to a question, use the bookmark and go on to the next question. Keep in mind that test questions may take a few seconds to load.**

Math Grade 5 Only

**SAY** There will be an exhibits button on the right side of your screen. You may select this button to access a math reference sheet during the test.



*If math reference sheets were printed according to local policy,*

**SAY** You may also refer to the printed reference sheet that has been provided to you.

*Distribute math reference sheets.*

*Pause.*

**SAY** After the last question, you will come to the “End of Unit” screen. If you finish early, you may review your answers and any bookmarked questions. Once you submit your answers, you will not be able to return to the unit.

**If you need help submitting your answers or have difficulty with your device, raise your hand and I will help you. I cannot help you with questions or online tools.**

**SAY** Are there any questions?

*Pause to answer any questions and then continue.*



*Timing information to be read to students for each unit*

**SAY** You will have **65 minutes to complete Unit** \_\_\_ (fill in the appropriate unit) **of the CMAS Grade** \_\_\_ (fill in the appropriate grade level: 3, 4, or 5) **Mathematics assessment**.

**I will let you know when 10 minutes of testing time remain.**



Options for timing of the test administration vary. Read the appropriate option based on your district's policy.

<p><b>Option A</b> – Students are to sit quietly when they are done testing.</p>	<p><b>SAY</b> If you complete the unit and submit your answers before the time is up, you must sit quietly for the remainder of the time.</p>
<p><b>Option B</b> – Students will be dismissed when they are done testing.</p>	<p><b>SAY</b> If you complete the unit and submit your answers before the time is up, I will dismiss you.</p>
<p><b>Option C</b> – Students may read when they are done testing.</p>	<p><b>SAY</b> If you complete the unit and submit your answers before the time is up, you may sit quietly or read for the remainder of the time.</p>

Pause.

**SAY** Select the blue Start button and begin working now.



Record the start time. Calculate the stop time and the time to announce the 10 minute warning. At the discretion of the Test Administrator, a 3 minute class stretch break may be allowed during the unit.

- Write the stop time on the blackboard, whiteboard, chalkboard, or other display.
- If the test is paused for a 3 minute stretch break, the stop time must be adjusted by 3 minutes at the end of the break.

<p>At the discretion of the Test Administrator, if/ when a stretch break is taken,</p>	<p><b>SAY</b> Please stop and cover your screen. We will take a silent three minute stretch break. No talking is allowed.</p> <p>Adjust the stop time by 3 minutes. After 3 minutes have passed,</p> <p><b>SAY</b> You may now resume testing.</p>
--	--

### Monitor students

- Move around the room and ensure students are focused on their own work and do not have access to any prohibited materials. Do not actively read test content on students' device screens.

<p>If a student is off task (e.g., the student is sleeping or not paying attention to the task)</p>	<p>Redirect the student's attention to the test.</p> <p><b>SAY</b> [Student name], please continue working.</p> <p>You may not remind or encourage a student to answer all questions. You may not use redirection as a pacing strategy.</p>
---	---

- Monitor the status of each student's unit while viewing the Students in Sessions screen in PearsonAccess<sup>next</sup>. Remember to refresh the page occasionally. Each student's item-by-item test progress may be monitored by selecting the unit status in line with their name on the Students in Sessions screen.

### Interruptions

- If a student must temporarily leave the testing area, the student's device screen must be covered.
- If a student receives an Early Warning message, select the **Test Proctor - Click Here** button on the student's screen. Then select **Retry**. For additional information, refer to **Appendix D** for a list of common error codes and resolutions or go to <https://support.assessment.pearson.com/display/TN/Error+Codes>. If the test does not resume, call the Pearson Help Desk at 1-888-687-4759.
- Refer to "Stops in Testing" in **Section 2.4.2** for more information.

If a student finishes before the end of the unit testing time and needs help exiting TestNav,

Refer to the **TestNav Exit Instructions** at the end of this section to guide the student through the exit process. If the student submitted their answers successfully, the student's unit status will change to "Completed" in PearsonAccess<sup>next</sup>.



When 10 minutes of unit testing time remain, if any students are still working on the test,

**SAY**

**There are 10 minutes remaining. Remember to check your work and make sure you try to answer all questions.**



When the unit testing time is reached (or if all students finish before the end of the unit testing time),

**SAY**

**Stop. This is the end of the unit.**

Select the Review drop-down menu in the top left corner of your screen.

Scroll to the bottom of the Review drop-down menu and select End of Section.

Select the green "Submit" button.

The "Test Submit Warning" screen will appear. Select the green "Yes, Submit" button.

If students are proceeding to the next unit immediately after completing the tested unit,

**SAY** Are there any questions?

Collect any used scratch paper.

Turn to page 38 to resume the "SAY" directions for the next unit, beginning at the star (★). Students will not be able to start the next unit until:

- all students in the test environment have completed the current unit,
- the Test Administrator has locked the current unit in PearsonAccess<sup>next</sup>, and
- the Test Administrator has unlocked the next unit.

If students are taking an extended break before the next unit or will take the next unit on another day,

**SAY** Select the "User Menu" button (  ) in the top right corner of the screen.

Select "Sign out of TestNav".

You should see a message on the screen that says, "Sign out complete. Thank you for using TestNav."

Are there any questions?

Do not stop the test session in PearsonAccess<sup>next</sup> until all units are in "Completed" status for all students. Collect Student Testing Tickets, any printed or accommodated test materials, and used scratch paper and place in an unsealed CMAS Secure Return Envelope.

Return the CMAS Secure Return Envelope to the SAC. Document the return of all secure test materials (used and unused) on the school's chain of custody form.

If all students in the session have completed all units of the test,

**SAY** Are there any questions?

Refer to "After Computer-based Testing" in Section 5.0.

Verify in PearsonAccess<sup>next</sup> that all students show a unit status of "Completed" in the appropriate unit column on the **Students in Sessions** screen.

- If any students are in "Exited" status, they did not submit their final answers before signing out of TestNav.
  - Resume the student's test, have the student sign in to TestNav using their Student Testing Ticket, then go through the proper steps to submit final answers.



- Confirm the student's unit status changes to "Completed" in PearsonAccess<sup>next</sup>.
- If any students are in "Active" status, but they are no longer signed in to TestNav, they did not properly sign out of the test (e.g., the computer froze or crashed during testing or while the student was submitting their answers).
  - Change the student's status to "Resume Upload", have the student sign in to TestNav on the same device using their Student Testing Ticket, then go through the proper steps to submit final answers.
- Confirm the student's unit status changes to "Completed" in PearsonAccess<sup>next</sup>.



In PAnext, lock the tested unit at the session level.

- The unit status for students who just completed testing should be locked and "Completed."
- The unit status for students who were absent should be locked and "Ready."

### 4.4.3 Mathematics Grades 6–8 – All Units

Use this script for all units of the computer-based CMAS Mathematics assessments for grades 6 through 8. Units must be administered in order, including for make-up testing. Testing units out of order will result in misadministration or suppression of scores.

#### Computer-Based Testing, Math Grades 6–8

Required Materials	When to Distribute
Student Testing Ticket Scratch Paper and No. 2 Pencil	As indicated in Test Administrator SAY Directions
Headphones (only if using text-to-speech) 	Before reading Test Administrator SAY Directions <ul style="list-style-type: none"> <li>The headphones symbol on the Student Testing Ticket or the accessibility feature/accommodations indicator near the student's SASID in PearsonAccess<sup>next</sup> indicates the student is assigned text-to-speech and needs headphones for testing.</li> </ul>
Optional (according to local policy): Printed Math Reference Sheets	If printed, distribute as indicated in Test Administrator SAY Directions
Optional (according to local policy): Calculator <ul style="list-style-type: none"> <li>Grades 6 and 7 (four-function with square root and percentage functions)</li> <li>Grade 8 (scientific)</li> </ul>	<b>Unit 1</b> <ul style="list-style-type: none"> <li><b>Section 1</b> - Calculators are not allowed</li> <li><b>Section 2</b> - Distribute when student raises hand</li> </ul> <b>Units 2 and 3</b> <ul style="list-style-type: none"> <li>As indicated in Test Administrator SAY Directions</li> </ul>

 **At the session level in PearsonAccess<sup>next</sup>, unlock the unit that is to be tested before reading the “SAY” directions.**

- At the student level, lock (  ) the unit for any absent students.
- At the student level, unlock (  ) appropriate test units for any make-up students.

**Confirm all testing devices are turned on and the TestNav Sign In screen for Colorado is available.**

- It is highly recommended that students use the same device for each day of testing. This can be tracked on Student Testing Tickets by identifying the device that was used by each student (e.g., iPad #7, Chromebook #26).

**Read to students for each unit:**

**SAY** Today you will take Unit \_\_\_ (fill in the appropriate unit) of the CMAS Grade \_\_\_ (fill in the appropriate grade level: 6, 7, or 8) **Mathematics assessment.**

*If you have any make-up students in the room, communicate the unit, if different.*

*If the district allows reading materials,*

**SAY** If you brought a book with you, place it under your seat.

Make sure students do not have access to cell phones or other electronic devices during testing. These devices are prohibited and their use for any purpose may result in a misadministration.

**SAY**

**You may not have any electronic devices other than your testing device. Making calls, texting, taking pictures, using social media, and browsing the Internet are not allowed. If you are found to have an unapproved electronic device during testing, your test might not be scored.**

If cell phones can be collected at the school,

**SAY**

**If you have a cell phone or any other device with you, make sure it is turned off. I will collect devices now and will return them at the end of the testing session.**

If cell phones **cannot** be collected at the school,

**SAY**

**If you have a cell phone or any other device with you, make sure it is turned off and securely stored.**

*If the school has a policy that prohibits the collection of cell phones, be sure students store cell phones in lockers, backpacks, or other designated areas prior to starting the assessment.*

**SAY**

**I will hand you a piece of scratch paper, a pencil, and a Student Testing Ticket. Use the ticket to sign in when I tell you to do so. Your ticket will be collected at the end of the unit.**



*Distribute Student Testing Tickets. Maintain the Student Testing Tickets for absent students and store separately. At a later time, you may choose to write on the ticket: Absent Unit \_\_ (fill in the appropriate unit). Provide absent student information to the SAC after the session to arrange for make-up testing.*

*Distribute blank scratch paper and pencils to students. Students may exchange for a new piece of scratch paper during the unit, but may only have one piece at a time.*

If any students are assigned a text-to-speech form, read the following SAY directions preceded by the TTS icon:

**TTS**

**If you are using text-to-speech, plug-in your headphones and put them on now. On the "Sign In" screen, select the "Test Audio" link. Make sure you can hear through your headphones and adjust the volume on your device before you sign in to test.**

**Raise your hand if you need help.**

*Verify in PearsonAccess<sup>next</sup> that these students are assigned the appropriate text-to speech form (see [TTS](#) (English) or [SPAWTTS](#) (Spanish) marker next to the student's SASID). If the marker is missing, the form was not assigned to the student. DO NOT have the student sign in to TestNav. Immediately contact the SAC. **A form cannot be reassigned once a student signs in to TestNav.***

**SAY**

**Find your first and last name on your ticket. If your name is not on the ticket, raise your hand.**

*Ensure every student has a Student Testing Ticket with his/her name on it and that each student signs in to his/her online test.*

**NOTE:** *If a student begins testing on another student's online test, this may result in a misadministration.*

**SAY**

**Enter the user name and password exactly as they appear on your ticket. Select the blue Sign In button.**

*If a student receives a message that says, "The username or password you entered is incorrect," the Test Administrator may assist with the sign in process. If the Sign In screen does not say "Colorado," select the user menu in the top right corner of the screen and select "Choose a different customer". On the new screen, select the "Colorado" icon.*

*When all students have signed in, continue.*

**SAY**

**Once you sign in, find your name in the upper right corner of the "Available Tests" screen (  J. Doe  ). If you do not find your name, raise your hand.**

*Assist students as needed. If a different name appears on the TestNav screen:*

- *Have the student exit the test by selecting the button next to the displayed name; choose the option **Sign out of TestNav**.*
- *Check that the student has the correct Student Testing Ticket and attempt to sign in again.*

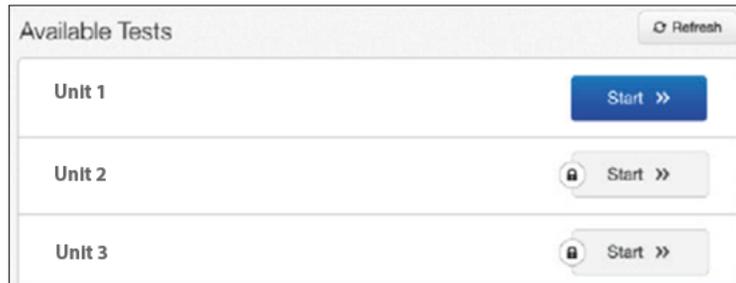
**★ SAY**

**The test is divided into three units. You will only work on Unit \_\_ (fill in the appropriate unit) at this time. Select the Start button for Unit \_\_ (fill in the appropriate unit).**

If a student cannot select the Start button:

- 1) Select the Refresh button, then try again.
- 2) Verify the unit is unlocked on the Students in Session screen in PAnext.

If there are make-up students in the test environment, communicate the appropriate make-up unit information to the students and make sure they have access to that test unit. **Reminder:** Units must be administered in order, including for make-up testing. Testing units out of order will result in misadministration or suppression of scores.



TestNav on iPads

**SAY** You will see a message that says, "Confirm App Self-Lock." Click or tap "Yes" to continue testing.

Students who click or tap "No" cannot start or continue testing.

**SAY** Check that the "Welcome" screen that says CMAS Grade \_\_\_\_ (fill in the appropriate grade level: 6, 7, or 8) Mathematics.

Assist any students who do not see the correct test name on their screen.

**SAY** Select the blue Start button.

**SAY** You will take this test by yourself. You may not go to other websites, use materials from class, or share questions or answers from the test with other students during or after testing.

Read each question. Then, follow the directions to answer each question. If a question asks you to show or explain your work, you must do so to receive full credit.

If you do not know the answer to a question, use the bookmark and go on to the next question. Keep in mind that test questions may take a few seconds to load.

Pause.

**SAY** There will be an exhibits button on the right side of your screen. You may select this button to access a math reference sheet during the test.

If math reference sheets were printed according to local policy,

**SAY** You may also refer to the printed reference sheet that has been provided to you.



Distribute math reference sheets..

After the last question, you will come to the "End of Unit" screen. If you finish early, you may review your answers and any bookmarked questions. Once you submit your answers, you will not be able to return to the unit.

If you need help submitting your answers or have difficulty with your device, raise your hand and I will help you. I cannot help you with questions or online tools.

**SAY** Are there any questions?

Pause to answer any questions and then continue.



Timing information to be read to students for each unit



**You will have 65 minutes to complete Unit \_\_ (fill in the appropriate unit) of the CMAS Grade \_\_ (fill in the appropriate grade level: 6, 7, or 8) Mathematics assessment.**

<p>Math Grades 6-8 Unit 1 Only</p>	<p><b>SAY</b> Unit 1 has two sections. In the first section, you may <u>not</u> use a calculator. In the second section, you may use the calculator provided in the toolbar. You will not be allowed to return to the first section of the test after you start the calculator section. You must complete both the non-calculator and calculator sections of Unit 1 within the time allowed. I will remind you to move on to the calculator section when 20 minutes of testing time remain. I will also let you know when 10 minutes of testing time remain.</p> <p>Optional:</p> <p><b>SAY</b> Raise your hand to receive a handheld calculator when you are ready to move on to the calculator section.</p>	
<p>Math Grades 6-8 Units 2 and 3 Only</p>	<p><b>SAY</b> You will be able to use a calculator for Unit __ (fill in the appropriate unit: 2 or 3). A calculator is provided in the toolbar for your use. I will let you know when 10 minutes of testing time remain.</p> <p>Optional:</p> <p><b>SAY</b> Raise your hand to receive a handheld calculator.</p>	 



Options for timing of the test administration vary. Read the appropriate option based on your district's policy.

<p><b>Option A</b> – Students are to sit quietly when they are done testing.</p>	<p><b>SAY</b> If you complete the unit and submit your answers before the time is up, you must sit quietly for the remainder of the time.</p>
<p><b>Option B</b> – Students will be dismissed when they are done testing.</p>	<p><b>SAY</b> If you complete the unit and submit your answers before the time is up, I will dismiss you.</p>
<p><b>Option C</b> – Students may read when they are done testing.</p>	<p><b>SAY</b> If you complete the unit and submit your answers before the time is up, you may sit quietly or read for the remainder of the time.</p>

Pause.



**Select the blue Start button and begin working now.**



Record the start time. Calculate the stop time and the time to announce the 10 minute warning. At the discretion of the Test Administrator, a 3 minute class stretch break may be allowed during the unit.

- Write the stop time on the blackboard, whiteboard, chalkboard, or other display.
- If the test is paused for a 3 minute stretch break, the stop time must be adjusted by 3 minutes at the end of the break.

<p>At the discretion of the Test Administrator, if/ when a stretch break is taken,</p>	<p><b>SAY</b> Please stop and cover your screen. We will take a silent three minute stretch break. No talking is allowed.</p> <p>Adjust the stop time by 3 minutes. After 3 minutes have passed,</p> <p><b>SAY</b> You may now resume testing.</p>
--	--

## Monitor students



- Move around the room and ensure students are focused on their own work and do not have access to any prohibited materials. Do not actively read test content on students' device screens.
- **Unit 1 only** (based on local policy): Distribute handheld calculators to students, as requested, when they raise their hands after completing Section 1 (Non-calculator).



If a student is off task (e.g., the student is sleeping or not paying attention to the task)

Redirect the student's attention to the test.

**SAY** [Student name], please continue working.

You may not remind or encourage a student to answer all questions. You may not use redirection as a pacing strategy.

- Monitor the status of each student's unit while viewing the Students in Sessions screen in PearsonAccess<sup>next</sup>. Remember to refresh the page occasionally. Each student's item-by-item test progress may be monitored by selecting the unit status in line with their name on the Students in Sessions screen.

## Interruptions

- If a student must temporarily leave the testing area, the student's device screen must be covered.
- If a student receives an Early Warning message, select the **Test Proctor - Click Here** button on the student's screen. Then select **Retry**. For additional information, refer to **Appendix D** for a list of common error codes and resolutions or go to <https://support.assessment.pearson.com/display/TN/Error+Codes>. If the test does not resume, call the Pearson Help Desk at 1-888-687-4759.
- Refer to "Stops in Testing" in **Section 2.4.2** for more information.

If a student finishes before the end of the unit testing time and needs help exiting TestNav,

Refer to the **TestNav Exit Instructions** at the end of this section to guide the student through the exit process. If the student submitted their answers successfully, the student's unit status will change to "Completed" in PearsonAccess<sup>next</sup>.

## Unit 1 Only



When 20 minutes of unit testing time remain,

**SAY** There are 20 minutes remaining. Remember, both the non-calculator and calculator sections must be completed within this time.



When 10 minutes of unit testing time remain, if any students are still working on the test,

**SAY**

**There are 10 minutes remaining. Remember to check your work and make sure you try to answer all questions.**



When the unit testing time is reached (or if all students finish before the end of the unit testing time),

**SAY**

**Stop. This is the end of the unit.**

Select the Review drop-down menu in the top left corner of your screen.

Scroll to the bottom of the Review drop-down menu and select End of Section.

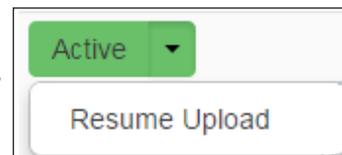
Select the green "Submit" button.

The "Test Submit Warning" screen will appear. Select the green "Yes, Submit" button.

<p>If students are proceeding to the next unit immediately after completing the tested unit,</p>	<p><b>SAY</b> <b>Are there any questions?</b></p> <p>Collect any used scratch paper.</p> <p>Turn to page 44 to resume the “SAY” directions for the next unit, beginning at the star (★). Students will not be able to start the next unit until:</p> <ul style="list-style-type: none"> <li>• all students in the test environment have completed the current unit,</li> <li>• the Test Administrator has locked the current unit in PearsonAccess<sup>next</sup>, and</li> <li>• the Test Administrator has unlocked the next unit.</li> </ul>
<p>If students are taking an extended break before the next unit or will take the next unit on another day,</p>	<p><b>SAY</b> <b>Select the “User Menu” button (  ) in the top right corner of the screen.</b></p> <p><b>Select “Sign out of TestNav”.</b></p> <p><b>You should see a message on the screen that says, “Sign out complete. Thank you for using TestNav.”</b></p> <p><b>Are there any questions?</b></p> <p>Do not stop the test session in PearsonAccess<sup>next</sup> until all units are in “Completed” status for all students. Collect Student Testing Tickets, any printed or accommodated test materials, and used scratch paper and place in an unsealed CMAS Secure Return Envelope.</p> <p>Return the CMAS Secure Return Envelope to the SAC. Document the return of all secure test materials (used and unused) on the school’s chain of custody form.</p>
<p>If all students in the session have completed all units of the test,</p>	<p><b>SAY</b> <b>Are there any questions?</b></p> <p>Refer to “After Computer-based Testing” in Section 5.0.</p>

Verify in PearsonAccess<sup>next</sup> that all students show a unit status of “Completed” in the appropriate unit column on the **Students in Sessions** screen.

- If any students are in “Exited” status, they did not submit their final answers before signing out of TestNav.
  - Resume the student’s test, have the student sign in to TestNav using their Student Testing Ticket, then go through the proper steps to submit final answers.
- Confirm the student’s unit status changes to “Completed” in PearsonAccess<sup>next</sup>.
- If any students are in “Active” status, but they are no longer signed in to TestNav, they did not properly sign out of the test (e.g., the computer froze or crashed during testing or while the student was submitting their answers).
  - Change the student’s status to “Resume Upload”, have the student sign in to TestNav on the same device using their Student Testing Ticket, then go through the proper steps to submit final answers.
  - Confirm the student’s unit status changes to “Completed” in PearsonAccess<sup>next</sup>.



In PANext, lock the tested unit at the session level.

- The unit status for students who just completed testing should be locked and “Completed.”
- The unit status for students who were absent should be locked and “Ready.”

## 4.4.4 English Language Arts/Literacy Grades 3-8 – All Units

Use this script for all units of the computer-based CMAS English Language Arts/Literacy assessments for grades 3 through 8. Units must be administered in order, including for make-up testing. Testing units out of order will result in misadministration or suppression of scores.

### Computer-Based Testing, ELA

Required Materials	When to Distribute
Student Testing Ticket	As indicated in Test Administrator SAY Directions
Headphones (only if using text-to-speech) 	Before reading Test Administrator SAY Directions <ul style="list-style-type: none"> <li>The headphones symbol on the Student Testing Ticket or the accessibility feature/accommodations indicator near the student's SASID in PearsonAccess<sup>next</sup> indicates the student is assigned text-to-speech and needs headphones for testing.</li> </ul>
Optional (according to local policy): Scratch Paper and No. 2 Pencil	As indicated in Test Administrator SAY Directions

 At the session level in PearsonAccess<sup>next</sup>, unlock the unit that is to be tested before reading the “SAY” directions.

- At the student level, lock (  ) the unit for any absent students.
- At the student level, unlock (  ) appropriate test units for any make-up students.

**Confirm all testing devices are turned on and the TestNav Sign In screen for Colorado is available.**

- It is highly recommended that students use the same device for each day of testing. This can be tracked on Student Testing Tickets by identifying the device that was used by each student (e.g., iPad #7, Chromebook #26).

**Read to students for each unit:**

**SAY** Today you will take Unit \_\_\_ (fill in the appropriate unit) of the CMAS Grade \_\_\_ (fill in the appropriate grade level) English Language Arts/Literacy assessment.

*If you have any make-up students in the room, communicate the unit, if different.*

*If the district allows reading materials,*

**SAY** If you brought a book with you, place it under your seat.

*Make sure students do not have access to cell phones or other electronic devices during testing. These devices are prohibited and their use for any purpose may result in a misadministration.*

**SAY** You may not have any electronic devices other than your testing device. Making calls, texting, taking pictures, using social media, and browsing the Internet are not allowed. If you are found to have an unapproved electronic device during testing, your test might not be scored.

*If cell phones can be collected at the school,*

**SAY** If you have a cell phone or any other device with you, make sure it is turned off. I will collect devices now and will return them at the end of the testing session.

If cell phones **cannot** be collected at the school,



**If you have a cell phone or any other device with you, make sure it is turned off and securely stored.**

If the school has a policy that prohibits the collection of cell phones, be sure students store cell phones in lockers, backpacks, or other designated areas prior to starting the assessment.



**I will hand you a Student Testing Ticket. Use the ticket to sign in to the test when I tell you to do so. Your ticket will be collected at the end of the unit.**



Distribute Student Testing Tickets. Maintain the Student Testing Tickets for absent students and store separately. At a later time, you may choose to write on the ticket: Absent Unit \_\_ (fill in the appropriate unit). Provide absent student information to the SAC after the session to arrange for make-up testing.

If any students are assigned a text-to-speech form, read the following SAY directions preceded by the TTS icon:



**If you are using text-to-speech, plug-in your headphones and put them on now. On the "Sign In" screen, select the "Test Audio" link. Make sure you can hear through your headphones and adjust the volume on your device before you sign in to test. Raise your hand if you need help.**

Verify in PearsonAccess<sup>next</sup> that these students are assigned the appropriate text-to-speech form (see [TTS](#) (English) marker next to the student's SASID). If the marker is missing, the form was not assigned to the student. DO NOT have the student sign in to TestNav. Immediately contact the SAC. A form cannot be reassigned once a student signs in to TestNav.



**Find your first and last name on your ticket. If your name is not on the ticket, raise your hand.**

Ensure every student has a Student Testing Ticket with his/her name on it and that each student signs in to his/her online test.

**NOTE:** If a student begins testing on another student's online test, this may result in a misadministration.



**Enter the username and password exactly as they appear on your ticket. Select the blue Sign In button.**

If a student receives a message that says, "The username or password you entered is incorrect," the Test Administrator may assist with the sign in process. If the Sign In screen does not say "Colorado," select the user menu in the top right corner of the screen and select "Choose a different customer". On the new screen, select the "Colorado" icon.

When all students have signed in, continue.



**Once you sign in, find your name in the upper right corner of the "Available Tests" screen (J. Doe ). If you do not find your name, raise your hand.**

Assist students as needed. If a different name appears on the TestNav screen:

- Have the student exit the test by selecting the button next to the displayed name; choose the option **Sign out of TestNav**.
- Check that the student has the correct Student Testing Ticket and attempt to sign in again.



**The test is divided into three units. You will only work on Unit \_\_ (fill in the appropriate unit) at this time. Select the Start button for Unit \_\_ (fill in the appropriate unit).**

If a student cannot select the Start button:

- 1) Select the Refresh button, then try again.
- 2) Verify the unit is unlocked on the Students in Session screen in PANext.

If there are make-up students in the test environment, communicate the appropriate make-up unit information to the students and make sure they have access to that test unit. **Reminder:** Units must be administered in order, including for make-up testing. Testing units out of order will result in misadministration or suppression of scores.



TestNav on iPads

**SAY** You will see a message that says, “Confirm App Self-Lock.” Click or tap “Yes” to continue testing.

*Students who click or tap “No” cannot start or continue testing.*

**SAY** Check that the “Welcome” screen that says **CMAS Grade \_\_\_\_** (fill in the appropriate grade level) **English Language Arts/Literacy**.

*Assist any students who do not see the correct test name on their screen.*

**SAY** Select the blue Start button.

**SAY** You will take this test by yourself. You may not go to other websites, use materials from class, or share questions or answers from the test with other students during or after testing.

*Pause.*

**SAY** Read each question and passage. Then, follow the directions to answer each question. One of the questions will ask you to write a response. Enter your response in the box on your screen. There will be enough space for you to complete your response. If your response is longer than the provided space, a scroll bar will appear. You will be able to use the scroll bar to review your entire response. There will be one or more passages with questions after the written response. Your response must be written in English.

If you do not know the answer to a question, use the bookmark and go on to the next question. Keep in mind that test questions may take a few seconds to load.

Some words or phrases will be underlined. If you see any underlined words or phrases, you can open the link to display a pop-up glossary that will provide you with the definition of the word or phrase.

You may use the Notepad tool (  ), found in the toolbar, to take notes while you take the test. Answers in the Notepad tool will not be scored.

*Follow the district’s scratch paper policy:*

*If no scratch paper is to be provided,*

*Skip ahead to “SAY” directions that appear after this option box.*

*If scratch paper is to be provided,*

**SAY** If you prefer to use scratch paper for taking notes, raise your hand.



*Distribute blank scratch paper and pencils, as requested, to students. Students may exchange for a new piece of scratch paper during the unit, but may only have one piece at a time.*

*Pause.*

**After the last question, you will come to the “End of Unit” screen. If you finish early, you may review your answers and any bookmarked questions. Once you submit your answers, you will not be able to return to the unit.**

**If you need help submitting your answers or have difficulty with your device, raise your hand and I will help you. I cannot help you with questions or online tools.**

**SAY** Are there any questions?

*Pause to answer any questions and then continue.*



*Timing information to be read to students for each unit*

ELA Grades 3-5 Only	<b>SAY</b> You will have <b>90 minutes to complete Unit __ (fill in the appropriate unit) of the CMAS Grade __ (fill in the appropriate grade: 3-5) English Language Arts/Literacy assessment.</b>
ELA Grades 6-8 Only	<b>SAY</b> You will have <b>110 minutes to complete Unit __ (fill in the appropriate unit) of the CMAS Grade __ (fill in the appropriate grade: 6-8) English Language Arts/Literacy assessment.</b>

*Pause.*

**SAY** I will let you know when 10 minutes of testing time remain.



*Options for timing of the test administration vary. Read the appropriate option based on your district’s policy.*

<b>Option A</b> – Students are to sit quietly when they are done testing.	<b>SAY</b> If you complete the unit and submit your answers before the time is up, you must sit quietly for the remainder of the time.
<b>Option B</b> – Students will be dismissed when they are done testing.	<b>SAY</b> If you complete the unit and submit your answers before the time is up, I will dismiss you.
<b>Option C</b> – Students may read when they are done testing.	<b>SAY</b> If you complete the unit and submit your answers before the time is up, you may sit quietly or read for the remainder of the time.

*Pause.*

**SAY** Select the blue Start button and begin working now.



*Record the start time. Calculate the stop time and the time to announce the 10 minute warning. At the discretion of the Test Administrator, a 3 minute class stretch break may be allowed during the unit.*

- Write the stop time on the blackboard, whiteboard, chalkboard, or other display.
- If the test is paused for a 3 minute stretch break, the stop time must be adjusted by 3 minutes at the end of the break.

At the discretion of the Test Administrator, if/ when a stretch break is taken,	<b>SAY</b> Please stop and cover your screen. We will take a silent three minute stretch break. No talking is allowed. <i>Adjust the stop time by 3 minutes. After 3 minutes have passed,</i>
	<b>SAY</b> You may now resume testing.

**Monitor students**

- Move around the room and ensure students are focused on their own work and do not have access to any prohibited materials. Do not actively read test content on students’ device screens.

If a student is off task (e.g., the student is sleeping or not paying attention to the task)

Redirect the student's attention to the test.

**SAY**

**[Student name], please continue working.**

You may not remind or encourage a student to answer all questions. You may not use redirection as a pacing strategy.

- Monitor the status of each student's unit while viewing the Students in Sessions screen in PearsonAccess<sup>next</sup>. Remember to refresh the page occasionally. Each student's item-by-item test progress may be monitored by selecting the unit status in line with their name on the Students in Sessions screen.

### Interruptions

- If a student must temporarily leave the testing area, the student's device screen must be covered.
- If a student receives an Early Warning message, select the **Test Proctor - Click Here** button on the student's screen. Then select **Retry**. For additional information, refer to **Appendix D** for a list of common error codes and resolutions or go to <https://support.assessment.pearson.com/display/TN/Error+Codes>. If the test does not resume, call the Pearson Help Desk at 1-888-687-4759.
- Refer to "Stops in Testing" in Section 2.4.2 for more information.

If a student finishes before the end of the unit testing time and needs help exiting TestNav,

Refer to the **TestNav Exit Instructions** at the end of this section to guide the student through the exit process. If the student submitted their answers successfully, the student's unit status will change to "Completed" in PearsonAccess<sup>next</sup>.



When 10 minutes of unit testing time remain, if any students are still working on the test,

**SAY**

**There are 10 minutes remaining. Remember to check your work and make sure you try to answer all questions.**



When the unit testing time is reached (or if all students finish before the end of the unit testing time),

**SAY**

**Stop. This is the end of the unit.**

**Select the Review drop-down menu in the top left corner of your screen.**

**Scroll to the bottom of the Review drop-down menu and select End of Section.**

**Select the green "Submit" button.**

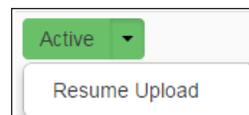
**The "Test Submit Warning" screen will appear. Select the green "Yes, Submit" button.**

*Continue reading directions on the next page.*

<p>If students are proceeding to the next unit immediately after completing the tested unit,</p>	<p><b>SAY</b> <b>Are there any questions?</b></p> <p>Collect any used scratch paper.</p> <p>Turn to page 50 to resume the “SAY” directions for the next unit, beginning at the star (★). Students will not be able to start the next unit until:</p> <ul style="list-style-type: none"> <li>• all students in the test environment have completed the current unit,</li> <li>• the Test Administrator has locked the current unit in PearsonAccess<sup>next</sup>, and</li> <li>• the Test Administrator has unlocked the next unit.</li> </ul>
<p>If students are taking an extended break before the next unit or will take the next unit on another day,</p>	<p><b>SAY</b> <b>Select the “User Menu” button (  ) in the top right corner of the screen.</b></p> <p><b>Select “Sign out of TestNav.”</b></p> <p><b>You should see a message on the screen that says, “Sign out complete. Thank you for using TestNav.”</b></p> <p><b>Are there any questions?</b></p> <p>Do not stop the test session in PearsonAccess<sup>next</sup> until all units are in “Completed” status for all students. Collect Student Testing Tickets, any accommodated test materials, and used scratch paper and place in an unsealed CMAS Secure Return Envelope.</p> <p>Return the CMAS Secure Return Envelope to the SAC. Document the return of all secure test materials (used and unused) on the school’s chain of custody form.</p>
<p>If all students in the session have completed all units of the test,</p>	<p><b>SAY</b> <b>Are there any questions?</b></p> <p>Refer to “After Computer-based Testing” in Section 5.0.</p>

Verify in PearsonAccess<sup>next</sup> that all students show a unit status of “Completed” in the appropriate unit column on the **Students in Sessions** screen.

- If any students are in “Exited” status, they did not submit their final answers before signing out of TestNav.
  - Resume the student’s test, have the student sign in to TestNav using their Student Testing Ticket, then go through the proper steps to submit final answers.
  - Confirm the student’s unit status changes to “Completed” in PearsonAccess<sup>next</sup>.
- If any students are in “Active” status, but they are no longer signed in to TestNav, they did not properly sign out of the test (e.g., the computer froze or crashed during testing or while the student was submitting their answers).
  - Change the student’s status to “Resume Upload”, have the student sign in to TestNav on the same device using their Student Testing Ticket, then go through the proper steps to submit final answers.
  - Confirm the student’s unit status changes to “Completed” in PearsonAccess<sup>next</sup>.



In PANext, lock the tested unit at the session level.

- The unit status for students who just completed testing should be locked and “Completed.”
- The unit status for students who were absent should be locked and “Ready.”

---

## TestNav Exit Instructions

---

Refer to the following instructions as a guide to help students log out of TestNav. Test Administrators may assist students who need help exiting the online test. If a student submits answers prior to completing a unit, contact the SAC who will contact the DAC.

### Sign Out *Without Submitting Final Answers*

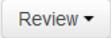
#### All Units

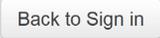
1. Select the "User Menu" button (  ) in the top right corner of the screen.
2. Select "Sign out of TestNav".
3. Select "Save and Return Later" on the **Exit Test** screen.

**Note:** Answers can only be submitted from the **End of Unit** screen. If students access this screen, they must **not** choose the option to submit answers unless they have answered all questions in the unit and do not need to return to the test unit.

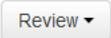
### Submit Final Answers

#### Units 1 and 2

1. Select the  button.
  2. Scroll to the bottom of the drop-down menu and select the  option.
  3. Select  on the **End of Unit** screen.
  4. Select  on the **Test Submit Warning** screen.
- The student has submitted their answers for the unit.
5. The **Available Tests** screen will appear.
  6. Select the "User Menu" button (  ) in the top right corner of the screen.
  7. Select "Sign out of TestNav".

If continuing to the next unit, select  on the screen.

#### Unit 3

1. Select the  button.
2. Scroll to the bottom of the drop-down menu and select the  option.
3. Select  on the **End of Unit** screen.
4. Select  on the **Test Submit Warning** screen.

The student has submitted their answers for the unit.

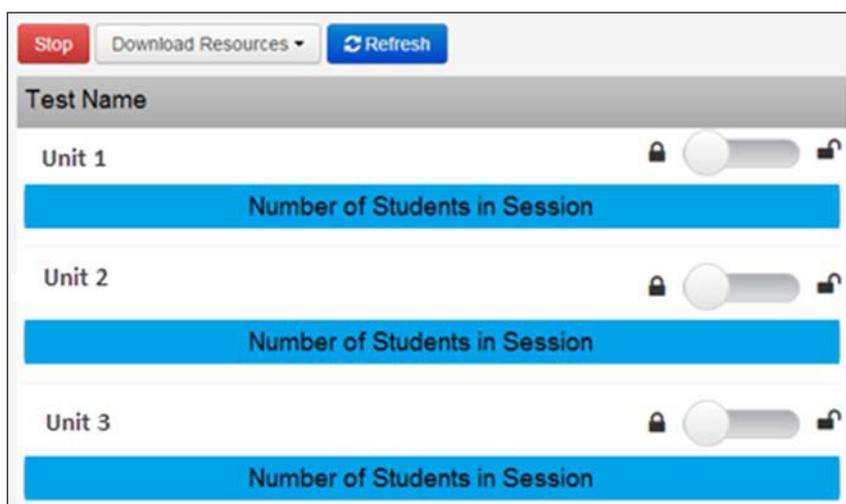
**When a student signs out of TestNav successfully, a message appears on the student's screen that says, "Sign out complete. Thank you for using TestNav."**

## 5.0 After Computer-based Testing

A student's test is submitted for scoring as soon as the student selects the green **Submit Final Answers** button at the end of the last unit. *Started* but incomplete tests need to be marked as complete by the SAC.

### After Testing Checklist

- Ensure all Student Testing Tickets, used scratch paper, and any accommodated materials are returned to the SAC.
- Report any unusual circumstances or breaches of test security regulations to the SAC, who must then notify the DAC.
- In PearsonAccess<sup>next</sup>, verify all units for all students in the test session are in "Completed" status. Solid blue session level unit progress bars displaying "Completed" are seen if all test units were submitted.



- Stop the test session in PearsonAccess<sup>next</sup>. The session cannot be stopped until all tests for all students within the session are in "Completed" or "Marked Complete" status.
  - If any students need to be "Marked Complete," notify the SAC.
  - Select the red Stop button located on the Students in Sessions screen to close the test session. This step is completed by the SAC if student test units need to be marked complete.



## Security Agreement

### Spring 2019 CMAS and CoAlt: Math, ELA, Science and Social Studies

Maintaining the security of all test materials is crucial to obtaining valid results from the CMAS and CoAlt: Math, ELA (including CSLA), Science and Social Studies assessments. The security of all test materials must be maintained before, during, and after test administration. Because you are involved in the administration of the CMAS and/or CoAlt: Math, ELA, Science and Social Studies assessments, it is important for you to know that the prohibited activities on the following list threaten the integrity of the test. Engaging in prohibited activities may result in an investigation, suppression of scores, and possible disciplinary action.

This form must be signed by all individuals involved in the administration of the CMAS and/or CoAlt: Math, ELA, Science and Social Studies assessments to certify that security measures will be maintained and that prohibited activities, such as the examples identified below, have been acknowledged and understood.

#### District Assessment Coordinators (DACs)

- I have completed all CMAS and CoAlt training as provided by CDE and the assessment vendor.
- I will read the *CMAS and CoAlt Procedures Manual* and maintain all identified security measures and administration policies and procedures.
- I will establish and carry out a district security plan.
- I will provide training to all Sensitive Data personnel, DTCs, and SACs in my district in regard to test security, administration policies, and procedures.
- I will collect, inventory, and follow all secure chain of custody requirements documented in the *CMAS and CoAlt Procedures Manual*.
- I will report testing irregularities or security breaches, as specified in the *CMAS and CoAlt Procedures Manual*, to CDE.

#### Sensitive Data

- I have completed all CMAS and CoAlt training as provided by the DAC.
- I will read the *CMAS and CoAlt Procedures Manual* and maintain all identified security measures and administration policies and procedures, as they apply to my role.

#### District Technology Coordinators (DTCs)

- I have completed all CMAS and CoAlt training as provided by CDE and the DAC.
- I will read the appropriate sections of the *CMAS and CoAlt Procedures Manual* and maintain all identified security measures and administration policies and procedures.

#### School Assessment Coordinators (SACs)

- I have completed all CMAS and CoAlt training as provided by the DAC.
- I will read the *CMAS and CoAlt Procedures Manual* and maintain all identified security measures and administration policies and procedures.
- I will establish and carry out a school security plan.
- I will train all CMAS Test Administrators and CoAlt Test Examiners in regard to test security, administration policies, and procedures.
- I will not remove test materials from the school's campus unless returning the materials to the DAC.
- I will collect, inventory, and follow all chain of custody requirements documented in the *CMAS and CoAlt Procedures Manual* and as determined by the district.
- I will report testing irregularities or security breaches, as specified in the *CMAS and CoAlt Procedures Manual*, to the DAC.

#### CMAS Test Administrators and CoAlt Test Examiners

- I have completed all CMAS Test Administrator or CoAlt Test Examiner training as provided by the SAC.
- I will maintain security measures and administration policies and procedures identified in the *CMAS Test Administrator Manual* or the *CoAlt Examiner's Manual*.
- I will not download any part of the assessments, unless an assistive device that requires downloading content is used for a student with an approved accommodation. In this rare situation, the content must be securely removed from the device immediately after the student completes the assessment.
- I will not remove secure test materials from the school's campus.

- I will remove or cover prohibited visual aids in the testing environment and configure the room to prevent a student from viewing another student’s test materials or testing device screen.
- I will not leave test materials unattended or fail to keep test materials secure when in my possession.
- I will not explain or read passages, sources, or test items to students. (Exception: Reading is only allowed if administering an oral script or CoAlt assessment.)
- I will not coach students (e.g., give students verbal or non-verbal cues) during testing, or alter or otherwise interfere with students’ responses in any way.
- I will not engage in activities that will result in lack of supervision of students at any time (e.g., use a cell phone or other prohibited electronic device [unless for purposes of communicating with the SAC, DTC, or technology support], check email, grade papers), including leaving students unattended at any time during the test session.
- I will not allow students to communicate with each other in any way or cause disturbances at any time during the test session.
- I will not allow students to use cell phones or other prohibited materials and electronic devices (e.g., smartphones, smart watches, iPods, eReaders) at any time during the test session.
- I will not encourage students to finish any test unit early.
- I will not provide students with more time than is allotted for testing (except for students who have an extended time accommodation listed in their approved IEP, 504, or EL plan).
- I will collect, inventory, and follow all secure chain of custody requirements as determined by the school/district.
- I will not actively read, view, or comment on student responses (except when viewing student responses for accommodation purposes, such as scribing or transcription).
- Some CMAS accommodations require Test Administrators, and all CoAlt Test Examiners, to view and read test content, and/or transcribe student responses. If I am administering such an accommodation or the CoAlt assessment, I will not disclose any test content that I view while providing these accommodations.
- I will report testing irregularities or security breaches, as specified in the *CMAS Test Administrator Manuals* or the *CoAlt Examiner’s Manual*, to the SAC.

**All individuals involved in CMAS and/or CoAlt administration**

- I will not actively read or view the assessment items or content before, during, or after testing except if necessary to administer an oral script or CoAlt assessment.
- I will not copy or otherwise reproduce **any part of** secure test materials including test stimuli, test items, and student responses or save any part of the assessments.
- I will not discuss the content of the assessments with anyone, including students or school personnel, through verbal exchange, email, social media, or any other form of communication before, during, or after testing.
- I will not score—formally or informally—test items or student responses.
- I will not engage in any activity that will adversely affect the validity, reliability, or fairness of the test(s).

*I acknowledge the information above, pertaining to my role in the CMAS and/or CoAlt: Math, ELA, Science and Social Studies administration, and agree to all of the statements associated with my role. I also acknowledge that a failure to abide by the terms of this agreement may result in serious consequences, as described above.*

*I acknowledge that I have read and will follow 2.0 Test Security and Administration Policies of the CMAS and CoAlt Procedures Manual, and/or the Test Administrator Manuals or CoAlt Examiner’s Manual as they apply to my role(s).*

In the spaces below, indicate your role(s) in the administration, print your name, sign, and date the form.

**Role** (check all that apply):

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> District Assessment Coordinator | <input type="checkbox"/> School Assessment Coordinator | <input type="checkbox"/> Sensitive Data      |
| <input type="checkbox"/> District Technology Coordinator | <input type="checkbox"/> CMAS Test Administrator       | <input type="checkbox"/> CoAlt Test Examiner |
| <input type="checkbox"/> Other _____                     |  |  |

<i>Printed Name</i>	<i>Signature</i>	<i>Date</i>
<i>District Name and Code</i>	<i>School Name and Code (if applicable)</i>	

**DAC** – Submit signed Security Agreement electronically through the **Assessment Forms** folder on **CDE Assessment Syncplicity**. The form must be saved with the file name indicating **district name, form name, and the date on which the file was saved** (e.g., District A\_Security Agreement\_031219).

**DTC, SAC, Sensitive Data** – Submit signed Security Agreement to your DAC.

**Test Administrator, CoAlt Test Examiner** – Submit signed Security Agreement to your SAC.

Signed Security Agreements must be maintained physically or electronically by the district/school for three years.

---

# **CMAS TESTING**

---

**Do Not Disturb  
(Only Authorized Personnel Allowed)**



### Customer Support

For questions about	Contact Pearson Customer Service
<ul style="list-style-type: none"> <li>■ TestNav and online testing</li> <li>■ Test session management in PearsonAccess<sup>next</sup></li> <li>■ Test form assignments</li> </ul>	<p>Telephone: 1-888-687-4759 (Monday through Friday, 7:00 a.m. to 6:00 p.m. MT)</p> <p>Live Chat: <a href="https://co.pearsonaccessnext.com">https://co.pearsonaccessnext.com</a> &gt; Sign in for Chat (Monday through Friday, 7:00 a.m. to 6:00 p.m. MT)</p> <p>Email: <a href="https://co.pearsonaccessnext.com">https://co.pearsonaccessnext.com</a> &gt; Contact COLORADO Support</p> <p>Website: <a href="https://co.pearsonaccessnext.com">https://co.pearsonaccessnext.com</a></p>

For technology issues during test administration, call Pearson at 1-888-687-4759 and indicate you are live testing.

### Resources Available Online

Reference materials available online	Located at
Recorded Trainings	<a href="http://avocet.pearson.com/CO/Home">http://avocet.pearson.com/CO/Home</a> > Training
Important Dates	<a href="http://avocet.pearson.com/CO/Home">http://avocet.pearson.com/CO/Home</a> > Critical Dates
<i>Spring 2019 CMAS and CoAlt Procedures Manual</i>	<a href="http://avocet.pearson.com/CO/Home">http://avocet.pearson.com/CO/Home</a> > Manuals
<i>Spring 2019 CMAS Test Administrator Manuals</i>	<a href="http://avocet.pearson.com/CO/Home">http://avocet.pearson.com/CO/Home</a> > Manuals
Student Resources	<a href="https://co.pearsonaccessnext.com">https://co.pearsonaccessnext.com</a> > CMAS > Student Resources
Educator Resources	<a href="https://co.pearsonaccessnext.com">https://co.pearsonaccessnext.com</a> > CMAS > Educator Resources
<i>PearsonAccess<sup>next</sup> User Guide</i>	<a href="https://support.assessment.pearson.com/x/BYDy">https://support.assessment.pearson.com/x/BYDy</a>
<i>TestNav 8 Online Support</i>	<a href="https://support.assessment.pearson.com/x/BAACAQ">https://support.assessment.pearson.com/x/BAACAQ</a>

Additional assessment resources are posted on Avocet, an online searchable master index available at <http://avocet.pearson.com/CO/Home>.



## APPENDIX D: TestNav 8 Error Codes and Resolutions

The table below lists the top ten errors received by students through the Early Warning System (EWS). Steps to resolve the error are listed next to each code. For a complete list of error codes, refer to the TestNav 8 Error Codes website (<https://support.assessment.pearson.com/x/DwACAAQ>).

Error Number	Error Message	Additional Information and Instructions
1001	Your test has been saved. Please notify your test administrator.	Connectivity issues likely caused this error. Follow the on-screen instructions.
1004	<p>Unable to save response file (during test). This message is displayed when all of the below are true:</p> <ul style="list-style-type: none"> <li>■ The student has visited one or more items.</li> <li>■ The Saved Response File cannot be saved to any of the designated locations.</li> <li>■ TestNav is unable to successfully send responses to Pearson.</li> <li>■ The test has not yet been exited or submitted.</li> </ul>	<p>Each operating system platform handles the EWS response file a bit differently. When displayed, the messages will include instructions unique to the platform being used for dealing with the error. <b>You may need to contact your School or District Technology Coordinator.</b></p> <p><b>Desktop/Laptop OS</b></p> <ul style="list-style-type: none"> <li>■ Check to see if the student's machine is connected to the school network by verifying the Ethernet cable is still plugged into the wall and computer. Also, verify if a wireless router has been disconnected or has been accidentally shut off.</li> <li>■ Select <b>Retry</b> to check whether the connection is restored. If you believe the connection may be restored, select <b>Retry</b> again.</li> <li>■ If you have selected <b>Retry</b> and the connection with the testing server is not restored, select <b>Exit Test</b>. When the student closes TestNav, the student remains in <b>Active</b> testing status.</li> <li>■ After the connection is restored, the student can log in. TestNav will automatically search for and submit the response file.</li> </ul> <p><b>iPad or Chromebook</b></p> <ul style="list-style-type: none"> <li>■ Select <b>Retry</b> to check whether the connection is restored. If you believe the connection may be restored, select <b>Retry</b> again.</li> <li>■ If you have selected <b>Retry</b> and the connection with the testing server is not restored, select <b>Exit Test</b>. When the student closes TestNav, the student remains in <b>Active</b> testing status.</li> <li>■ After the connection is restored, the student can log in. TestNav will automatically search for and submit the response file.</li> </ul>

Error Number	Error Message	Additional Information and Instructions
1005	No saved response file found (Resume w/ file).	<p>The student's status is set to <b>Resumed-Upload</b>, but no file was found in the designated response file location. The <b>Resumed-Upload</b> status indicates that a student has exited the test abnormally. To retrieve all previously provided responses, follow the appropriate directions below. This will reload the Saved Response File (SRF) that was saved when the student was last in the TestNav session. <b>You may need to contact your School or District Technology Coordinator.</b></p> <p>If you continue testing without loading a response file by selecting <b>Skip Upload</b>, any responses from the student's previous login that were not already received by the Pearson testing server will be lost.</p> <ul style="list-style-type: none"> <li>■ If this error code is received before the student has answered any questions, <b>Skip Upload</b> should be selected as there are no previous responses.</li> </ul> <p><b>Desktop/Laptop OS</b></p> <ul style="list-style-type: none"> <li>■ Select <b>Browse</b> to locate the response file, and then select <b>Upload Response File</b> to submit the responses to the testing server.</li> <li>■ If the response file is located on a computer or a network drive that is unavailable at this time, select <b>Exit Test</b>.</li> <li>■ After the SRF has been located and saved to a location that can be accessed from the student's testing machine, the student can log in. The SRF location will depend on your school's network configuration; the default is the desktop of the local computer. TestNav will automatically search for the response file.</li> <li>■ If the file is not found, EWS comes back to this 1005 error code screen.</li> <li>■ Select <b>Browse</b> for a response file and point to the location of the moved response file and upload. The student may need to be resumed before attempting to log in again.</li> </ul> <p><b>iPad or Chromebook</b></p> <ul style="list-style-type: none"> <li>■ Check the device for response file. If you cannot locate the file select <b>Exit Test</b>.</li> <li>■ To locate the response file, check the device using instructions available at <a href="https://support.assessment.pearson.com/x/DAACAQ">https://support.assessment.pearson.com/x/DAACAQ</a>. Once located, the student can log in using the same device.</li> </ul>
1009	Unable to download test content.	<p>The connection with the testing server was interrupted prior to the student finishing the test. The student's responses saved in the designated response file location, but not all test content downloaded from the testing server.</p> <p>TestNav cannot download the entire test. Select <b>Retry</b> to check whether the connection is restored.</p> <p>If the connection is not restored, select <b>Exit Test</b>. When the student closes TestNav, the student remains in <b>Active</b> testing status.</p> <p>After the connection is restored, you can set the student's testing status to <b>Resume</b>, and he or she can log in. TestNav automatically searches for, and submits, the response file.</p>

Error Number	Error Message	Additional Information and Instructions
3005	TestNav has detected that another application attempted to become the active window, which may compromise the security of this test. TestNav has been shut down. You may need assistance from your test monitor to restart the test.	The student test session has been terminated. The Test Administrator must resume the student's test.
3029	Test window has exited full screen mode. Test aborted. Please ask your proctor for assistance.	The student's test session has been terminated. The test administrator must resume the student's test.
3031	<b>There was an error launching the Java applet. Please ask your proctor for assistance.</b>	<b>Contact your School or District Technology Coordinator.</b>
8026	Unable to connect to the proctor caching computer. Please contact your administrator.	<p><b>Contact your School or District Technology Coordinator;</b> the connection to the proctor caching server could not be established.</p> <p>This is usually the result of a network connectivity problem. Verify the network connection, and try again.</p> <p>If you cannot connect after the second attempt, close TestNav. Fix any network connectivity issues. Check that the testing machine is connected to the school's network. Check Ethernet cables or wireless connections, routers and switches, and so on. Check that proctor caching is running on the proctor caching computer and that the appropriate ports are open in the firewall.</p> <p>When a working network connection is confirmed, try again.</p> <p>After the connection is restored, check the student's test status in the administrative application and refresh, if needed. Then, you can resume the student's test and have the student log in.</p>
9026	This test must be resumed by the proctor to allow it to be taken again.	The Test Administrator must resume the student's test in PearsonAccess <sup>next</sup> .
9059	The username or password you entered is incorrect.	The student entered an invalid username or associated password. Either the student has the wrong information or incorrectly typed the information. Verify the student's information and that it is entered correctly.





## Computer-Based Testing:

### Are you ready?

- Test Administrator log in to PearsonAccess<sup>next</sup>.
- Check for an accommodation indicator next to the SASID to confirm accommodations (e.g. TTS).
- Confirm that the Assessment Coordinator has prepared the test sessions.
- Start test sessions and unlock the applicable unit (lock the unit for absent students).
- Manage test sessions and review each student's status in PearsonAccess<sup>next</sup>.
- Resume students (as needed).
- Ensure students submit completed test units.
- Complete necessary documentation for reporting any testing irregularities or security breaches.

### Confirming Accessibility Features and Accommodations

Before starting every session, confirm students have the correct forms. Look for the form indicator near their names in the session. Here is what you should see:

Indicator	Accommodation
TTS	Text-to-Speech
SPAwTTS	Spanish form <i>and</i> Spanish with Text-to-Speech
AT	Assistive Technology (Math & ELA)

**Note:** Students utilizing an oral script must be placed in an Oral Script session.

*If you do not see an accessibility feature or accommodation for a student who should have one, **do not let the student log in**. Contact your SAC.*

### Computer-Based Testing: After you're done

Return materials to the SAC

- Test Administrator Manual
- Student Testing Tickets
- Used scratch paper
- Any printed Mathematics Reference Sheets (grades 5+)
- Accommodated materials (e.g., Oral Scripts for Signing/Translation)