

Tennessee Comprehensive Assessment Program

TCAP

Test Administration Manual (TAM) – Computer-Based Testing

TCAP Assessments

Spring 2022

CONTAINS: Test Policies, Security Information, Calendars, and Accommodation Information Required to Prepare for Testing.



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Table of Contents

| | |
|--|-----------|
| What’s New for the Spring 2022 Test Administration Manual | 6 |
| Important Dates..... | 7 |
| SPRING 2022 TCAP CALENDAR | 7 |
| TCAP Time Limits (2022) | 8 |
| GRADE 2—OPTIONAL TEST | 8 |
| GRADES 3 THROUGH 8—TCAP TIME LIMITS (SPRING 2022) | 9 |
| HIGH SCHOOL—SPRING 2022 | 10 |
| Section 1: Test Administration | 11 |
| STUDENT PARTICIPATION TCAP ASSESSMENTS | 11 |
| STATE OF TENNESSEE TEST SECURITY LAW..... | 11 |
| STATE TEST SECURITY GUIDELINES | 11 |
| ONLINE ADMINISTRATION SECURITY PROTOCOLS..... | 11 |
| TRAINING FOR TEST ADMINISTRATORS..... | 12 |
| TESTING ENVIRONMENT..... | 12 |
| ACCOMMODATIONS AND ACCESSIBILITY FEATURES..... | 12 |
| Adult Transcription..... | 13 |
| Assistive Technology | 13 |
| Braille Test Booklets..... | 13 |
| REPORT OF IRREGULARITY (RI)..... | 14 |
| STUDENT ABSENCES | 14 |
| CALCULATORS..... | 15 |
| Guidelines for Test Administration with Calculators | 15 |
| Handheld Calculator Types | 16 |
| Scratch Paper | 18 |
| Clocks..... | 18 |
| Reference Sheets..... | 18 |

Table of Contents

| | |
|---|-----------|
| Test Administrator’s Checklist | 19 |
| Before Testing..... | 19 |
| During Testing..... | 20 |
| After Testing..... | 21 |
| Required Documentation for Test Administrators..... | 22 |
| Section 2: Instructions for Administering Computer-Based Testing | 23 |
| GUIDELINES FOR CHECKING IN AND CHECKING OUT MATERIALS..... | 23 |
| PREPARING FOR COMPUTER-BASED TESTING | 23 |
| PREPARING STUDENTS | 23 |
| STUDENT MATERIALS | 23 |
| TESTING SETUP | 24 |
| PREPARING FOR ADMINISTRATION..... | 25 |
| CONFIRM ACCOMMODATED FORMS IN PEARSONACCESS ^{NEXT} | 25 |
| Logging into TestNav | 26 |
| MONITORING COMPUTER-BASED TEST SESSIONS..... | 27 |
| Testing Dashboards | 28 |
| SAMPLE TESTNAV ERRORS | 28 |
| INTERRUPTIONS TO TESTING..... | 29 |
| RESUMING TESTS..... | 30 |
| TESTNAV EXIT INSTRUCTIONS..... | 30 |
| Submit Final Answers..... | 31 |
| Sign Out Without Submitting Final Answers | 31 |
| AFTER TESTING..... | 32 |
| Appendix A: Communication Plan | 33 |
| COMMUNICATION PLAN: TROUBLESHOOTING..... | 33 |
| Purpose of TCAP Assessment | 33 |

| | |
|--|-----------|
| Appendix B: Test Administration Materials | 34 |
| ACCOMMODATIONS CODES | 34 |
| SPED Accommodation Codes | 34 |
| EL Accommodation Codes..... | 34 |
| TEST ADMINISTRATION AND SECURITY AGREEMENT | 35 |
| TEST ADMINISTRATOR TESTING CODE OF ETHICS AND SECURITY PROCEDURES..... | 37 |
| Appendix C: Tips and Troubleshooting..... | 39 |
| TEST ADMINISTRATOR QUICKTIPS..... | 39 |
| TEST ADMINISTRATOR TROUBLESHOOTING | 40 |
| Appendix D: TestNav Tools | 41 |
| TOOLS FOR ALL STUDENTS | 41 |
| Navigation | 41 |
| Zoom..... | 42 |
| TestNav Desktop..... | 42 |
| TestNav on Android and iOS Tablet | 43 |
| TOOLS FOR STUDENTS WITH ACCOMMODATIONS | 43 |
| Color Contrast..... | 43 |
| Answer Masking..... | 43 |
| Magnifier | 44 |
| Text-to-Speech (TTS)..... | 44 |
| Appendix E: Expected Behaviors..... | 45 |
| TOOLS AND ACCESSIBILITY FEATURES..... | 45 |
| ASSESSMENT ITEM INTERACTIONS..... | 47 |
| Appendix F: Testing Signs..... | 48 |
| DO NOT DISTURB SIGN | 49 |
| NO ELECTRONICS SIGN | 51 |

What's New for the Spring 2022 Test Administration Manual

- English I and English II Test Time Limits have been updated.
- Paper English I and II tests will have one answer document. All English scorable materials should be returned for scoring on or before April 25.

Important Dates

Spring 2022 TCAP CALENDAR

| Assessment Name | Administration | Administration Window |
|--|----------------|---------------------------|
| TCAP ACH Grades 3-5 (Paper-Based) | Spring | April 18 – April 29, 2022 |
| TCAP ACH Grades 6-8 (Paper-SBased) | Spring | April 19 – May 3, 2022 |
| TCAP EOC (Computer-Based) | Spring | April 18 – May 6, 2022 |
| Alternate Math & ELA (MSAA) Grades 3-11 | Spring | March 14 – April 29, 2022 |
| TCAP-Alt (Grades 3-8 & EOC) | Spring | March 14 – April 29, 2022 |
| TCAP Grade 2 (Optional)* | Spring | April 18 – April 29, 2022 |

* Participation in the grade 2 assessment is a district option and includes the alternate assessment if chosen.

TCAP Time Limits (2022)

Grade 2—Optional Test

| | English/Language Arts | | | Total |
|------------------|-----------------------|--------------------|-------------------|-------------------|
| Subpart 1 | Section 1: 25 min | Section 2: 15 min | | 40 minutes |
| Subpart 2 | Section 1: 15 min | Section 2: 25 min | | 40 minutes |
| Subpart 3 | Section 1: 25 min | Section 2: 15 min | | 40 minutes |
| Subpart 4 | Section 1: Fluency* | Section 2: 15 min | Section 3: 30 min | 47 minutes |
| | Math | | | Total |
| Subpart 1 | Section 1: 30 min | Section 2: 10 min* | | 40 minutes |
| Subpart 2 | Section 1: 35 min | Section 2: 7 min* | | 42 minutes |

***The fluency subparts are never read aloud due to the intent of the content measured.**

TCAP Time Limits (2022)

Grades 3 through 8—TCAP Time Limits (Spring 2022)

| | English Language Arts | Math | Science | Social Studies |
|----------------|--|--|---|--|
| Grade 3 | Subpart 1: 80 min. (writing) Subpart 2: 30 min. Subpart 3: 40 min. Subpart 4: 35 min. Total: 185 min. | Subpart 1: 45 min. (no calculator) Subpart 2: 30 min. (calculator) Subpart 3: 40 min. (calculator) Total: 115 min. | Subpart 1: 50 min. Total: 50 min. | |
| Grade 4 | Subpart 1: 80 min. (writing) Subpart 2: 30 min. Subpart 3: 40 min. Subpart 4: 35 min. Total: 185 min. | Subpart 1: 45 min. (no calculator) Subpart 2: 30 min. (calculator) Subpart 3: 40 min. (calculator) Total: 115 min. | Subpart 1: 50 min. Total: 50 min. | |
| Grade 5 | Subpart 1: 80 min. (writing) Subpart 2: 40 min. Subpart 3: 40 min. Subpart 4: 45 min. Total: 205 min. | Subpart 1: 45 min. (no calculator) Subpart 2: 30 min. (calculator) Subpart 3: 40 min. (calculator) Total: 115 min. | Subpart 1: 75 min. Total: 75 min. | |
| Grade 6 | Subpart 1: 85 min. (writing) Subpart 2: 50 min. Subpart 3: 50 min. Subpart 4: 50 min. Total: 235 min. | Subpart 1: 40 min. (no calculator) Subpart 2: 35 min. (calculator) Subpart 3: 50 min. (calculator) Total: 125 min. | Subpart 1: 75 min. Total: 75 min. | Subpart 1: 50 min. Subpart 2: 50 min. Total: 100 min. |
| Grade 7 | Subpart 1: 85 min. (writing) Subpart 2: 50 min. Subpart 3: 50 min. Subpart 4: 50 min. Total: 235 min. | Subpart 1: 40 min. (no calculator) Subpart 2: 35 min. (calculator) Subpart 3: 50 min. (calculator) Total: 125 min. | Subpart 1: 75 min. Total: 75 min. | Subpart 1: 50 min. Subpart 2: 50 min. Total: 100 min. |
| Grade 8 | Subpart 1: 85 min. (writing) Subpart 2: 50 min. Subpart 3: 50 min. Subpart 4: 50 min. Total: 235 min. | Subpart 1: 40 min. (no calculator) Subpart 2: 35 min. (calculator) Subpart 3: 50 min. (calculator) Total: 125 min. | Subpart 1: 75 min. Total: 75 min. | Subpart 1: 50 min. Subpart 2: 50 min. Total: 100 min. |

*For additional details see the test blueprints on our website at:
<https://www.tn.gov/education/assessment/tcap-blueprints.html>

TCAP Time Limits (2022)

High School—Spring 2022

| Secondary Content Area | Subpart 1 | Subpart 2 | Subpart 3 | Total Time |
|-----------------------------------|--|-------------------------------|-------------------------------|-------------|
| English I, II | 85 minutes 1 passage set* 1 writing prompt | 75 minutes 2 passage sets* | 75 minutes 3 passage sets* | 235 minutes |
| Integrated Math I, II, III | 35 minutes No Calculator | 50 minutes | 60 minutes | 145 minutes |
| Algebra I, II Geometry | 35 minutes No Calculator | 50 minutes | 60 minutes | 145 minutes |
| U.S. History | 45 minutes | 45 minutes | | 90 minutes |
| Biology | 75 minutes | | | 75 minutes |

* For additional details, see the test blueprints on our website at <https://www.tn.gov/education/assessment/tcap-blueprints.html>.

Note: Braille versions of English I and English II contain four subparts rather than three. The following are the breakdown for Subpart 2-4: Subpart 2 is 50 minutes (questions 5-16); Subpart 3 is 50 minutes (questions 17-34); and Subpart 4 is 50 minutes (questions 35-51).

Section 1: Test Administration

STUDENT PARTICIPATION TCAP ASSESSMENTS

All students have the right to meaningful access and opportunities for participation in instruction. The strategies, accessibility, and accommodations used during instruction need to also be available to the greatest extent possible for assessments. Federal and state law require all public school students in Tennessee, regardless of background, to be included in annual summative assessments. Students with disabilities and/or English Learners who need accommodations to access the assessments should receive them in accordance with applicable laws and policies. For more information, please see the Tennessee Comprehensive Accessibility and Accommodations Manual. Schools and districts must make every effort possible to ensure all students participate in annual summative assessments.

Note: It is imperative that all district and school personnel familiarize themselves thoroughly with all test administration and security policies and procedures described in this **Test Administration Manual** and the **Test Security Manual** to ensure a secure test administration with valid and reliable results.

STATE OF TENNESSEE TEST SECURITY LAW

Tennessee Code Annotated (T.C.A.) 49-1-607 states:

Any person found to have not followed security guidelines for administration of the TCAP test, or successor test, including making or distributing unauthorized copies of the test, altering a grade or answer sheet, providing copies of answers or test questions, or otherwise compromising the integrity of the testing process, shall be placed on immediate suspension, and such actions will be grounds for dismissal, including dismissal of tenured employees. Such actions shall be grounds for revocation of state license.

[Acts 1992, Ch. 535, 4.]

STATE TEST SECURITY GUIDELINES

The **Test Administrator Testing Code of Ethics and Security Procedures** documents (Appendix B, pages 37–38) outline appropriate procedures that must be followed by all test administrators. Review carefully, sign, and date the **Testing Code of Ethics and Security Procedures** document and the **Test Administration and Security Agreement**, and give the signed copies to your building testing coordinator.

ONLINE ADMINISTRATION SECURITY PROTOCOLS

When administering tests on the TestNav platform, Test Administrators should confirm each student has logged in using their own login credentials and the correct seal code for appropriate testing sessions. Ensure that any monitoring software that would allow test content on student workstations to be viewed or recorded on another computer during testing is turned off. Security cameras in testing areas should not be focused to view and/or record content on student workstations. Student workstations should be arranged so that students cannot easily view one another's test and item responses.

Section 1: Test Administration

Timing for online testing is kept by the test administrator not the TestNav or PearsonAccess^{Next} portal. However, Pearson does record the activity and length of interaction for later data forensics. For more information, see pages 32-33 of the Test Security Manual.

The TDOE will provide **Test Administrator Proctor/Scripts** (TAPS) to give test administrators appropriate language and guidance to assist students with accommodations and the tools available on the platform.

TRAINING FOR TEST ADMINISTRATORS

An online training for test administrators that covers how to administer TCAP tests will be available. Topics include how to administer tests, test security, test environment, and accommodations. Test administrators can register for and access the online training via the link on LiveBinders. LiveBinders is a website primarily for district testing coordinators (DTCs) with resources to TCAP information, forms and policies. The TA LMS course information (how to access the courses) is located under BTC and TA LMS Courses. The link to LiveBinders is <https://www.livebinders.com/play/play/2244559#anchor>

If you have trouble accessing this course, reach out to your building testing coordinator for assistance. Test administrators must complete all training – in-person and/or online – prior to the beginning of the testing window if required by the district. Last year’s username/password will not work for this year.

You can find more resources for PearsonAccess^{next} online at <https://support.assessment.pearson.com> and in the **PearsonAccess^{next} User’s Guide**, as well as in the PearsonAccess^{next} Quick Tips for Test Administrators in the appendix of this manual.

TestNav support and resources can also be found in the Troubleshooting for Online Test Administrators sheet, and a breakdown of TestNav student tools in the appendix of this manual, as well as online at <https://support.assessment.pearson.com/TN>.

TESTING ENVIRONMENT

An educational environment should be maintained during testing so that students and faculty are comfortable and familiar with their surroundings. The TCAP test administration is a standardized test administration. **If the testing environment contains any content that could provide an advantage to students taking the test within that setting, the content should be removed or covered.** The online test administrator training course and **Test Security Manual** contain specific, though not exhaustive, examples. All test administrators must check the room prior to the start of the assessments. If any items are questionable, contact the building testing coordinator before beginning testing.

ACCOMMODATIONS AND ACCESSIBILITY FEATURES

Universal test administration conditions for TCAP are available to any student who needs them and are not considered test accommodations. These include things such as testing one-on-one, using a device like a hearing aid that would allow a student to hear, using scratch paper, or reading the test quietly to himself/herself, as long as other students are not disrupted.

Accessibility Features are testing features available to any student with an identified need; accessibility features need to be identified and set up in advance.

Accommodations are ways to reduce barriers to students accessing the test. They should not change the task itself and should ensure that the test allows students to demonstrate their true mastery level. Accommodations are available to students when documented in their Individualized Education Program (IEP), 504, and/or Individual Learning Plan (ILP). Computer-based and paper-based accommodations are available for TCAP assessments; however, some accommodations, such as braille, are only available through paper forms. For a full list of accommodations available in TestNav see Appendix D.

The ***Tennessee Comprehensive Accessibility and Accommodations Manual***, which contains a complete list of available accommodations for TCAP, is posted on LiveBinders (keyword: *accessibility*).

Certain accommodations require special actions on the part of the test administrator, as outlined below. All accommodations must be set in PearsonAccess^{next} prior to “Prepare Sessions” for online testing only.

Adult Transcription

With adult transcription, an adult marks selected response items in TestNav based on student answers provided orally or using gestures, or an adult transfers student responses produced using assistive technology into TestNav.

- All student responses must be transcribed verbatim.
- Two adults should be present during the transcription.
- The test administrator who is transcribing must be a licensed employee of the school district.

Assistive Technology

The use of assistive technology, including braille writer, for the writing response and/or other open response items is allowed on the TCAP assessments. Internet access, spell check, grammar check, and word prediction functions **must be turned off**. An adult must transfer the student’s responses exactly as written to TestNav or an answer document. This accommodation also requires adult transcription following transcription procedures outlined above.

Braille Test Booklets

Testing of students requiring a braille test booklet must be addressed in each student’s educational plan.

- Special attention must be given to test security.
- A student must be tested during the district’s designated testing dates.
- A braille kit containing the braille booklet, the braille reference sheet (if needed for that content area), and the ***Test Administration Proctor Scripts*** (TAPS) will be sent to your school district. Adults will transcribe answers onto regular answer documents that have the Braille accommodation bubbled in under Special Program. School and district return kits with packing and return instructions will also be included with the shipment of test materials.
- Students may mark responses directly in the test booklet.

Section 1: Test Administration

- Students' answers must be transcribed onto an appropriate answer document following the instructions for adult transcription described above.
- The BTC must indicate in PearsonAccess^{next} and on each answer document that the student took a braille test.
- Accommodations may be used if indicated on the student's IEP.

REPORT OF IRREGULARITY (RI)

The Report of Irregularity (RI) is used to report a serious irregularity during testing. Reports of Irregularity are used only when a student actually has the opportunity to take a test and are a critical component of processing, as they identify tests which need to be addressed prior to scoring. These include incomplete/interrupted student test sessions; failure to administer an accommodation within a student's IEP, ILP, or 504 plan; cheating; student use of an electronic or prohibited device during testing; or administration of the incorrect test. Any situation outside of the scope of a standardized, appropriate test administration should be promptly reported to your building testing coordinator. Test Administrators are responsible for submitting documentation of testing irregularities to building testing coordinators including date, content area, affected subparts, and affected students. The building testing coordinator will make the determination whether this needs to be documented as an RI and, if so, will follow documentation procedures.

Test Administrators are responsible for the following:

- Document testing irregularities, including date, content area, affected subtests, and specific details.
- List names and Unique Student Identification Numbers of all affected students.
- Submit documentation to the BTC.

STUDENT ABSENCES

In order to preserve the validity of the TCAP scores and to follow standardized administration procedures, subparts must be completed in order. Subparts may only be taken out of order with approval of the BTC. Student absences need to be documented by test and test subpart and given to the building testing coordinator each day so that s/he can schedule make-up sessions appropriately. Follow procedures outlined by the building testing coordinator for reporting student absences.

If a student completes a make-up session, please make the building testing coordinator aware to remove the absent SNT from the PearsonAccess^{next} platform.

CALCULATORS

Grade-specific calculators are automatically provided by the TestNav platform for use on calculator sections of the assessments. Detailed information on calculators and tools in TestNav can be seen in Appendix D. Any student may use one hand-held calculator if allowed by local policy. See details on what is acceptable on pages 16 and 17.

The TAPS provides directions regarding calculator use by test subpart that should be followed on the day of test administration. Note that Subpart 1 of all mathematics assessments is a calculator-prohibited section.

While not required, grade-appropriate calculators are allowable for Science 6–8 and Biology.

Guidelines for Test Administration with Calculators

- It is the responsibility of the test administrator to ensure the regulations outlined in this manual pertaining to calculator use are followed.
- All memory and user-entered programs and documents must be cleared or removed before and after the test.
- A student may use any grade band-specific, permitted calculator on the calculator-permitted subparts.
- Students should have access to no more than one handheld calculator device for calculator-permitted subparts.
- Students may not use a cell phone or tablet as a handheld calculator.

For more information, the TDOE Calculator Policy can be found on LiveBinders (keyword: *calculator*).

Section 1: Test Administration

Handheld Calculator Types

Below are guidelines of permitted and prohibited calculators and functionalities for each grade band. Please note that the guidelines for each grade band are in addition to those for all grades.

This is **not an exhaustive list** of calculator types, and students should be familiar with particular functions at the appropriate grade level.

| Grades 3-5 | Permitted | Prohibited |
|------------------------|---|--|
| Calculators | <ul style="list-style-type: none"> • TI-108 • Casio HS 4 Basic • Sharp ELSI Mate EL-2405A | <ul style="list-style-type: none"> • TI-15 • TI-30 • Casio FX260 • Sharp EL 344RP • TI-84 plus family • TI-NSpire (non-CAS) and TI-NSpire-CX (non-CAS) • TI-89 • TI-NSpire (CAS version) • HP-40G • Casio CFX-9970 |
| Functionalities | <ul style="list-style-type: none"> • Addition • Subtraction • Multiplication • Division • Percent (%) • Square root ($\sqrt{\quad}$) | <ul style="list-style-type: none"> • Fraction manipulation • Fraction to decimal conversions/decimal to fraction conversions • Square key (x^2 or x^y) • Pi (π) • Any calculator with CAS (computer algebra system) capabilities (including any programs or applications) • Graphing capability • Data entry • Matrices • Regression • Trigonometric functions (sine, cosine, tangent) • Logarithm (log and/or ln) and exponential functions (a^x and/or e^x) • Wireless communication capability • QWERTY keyboard • Cell phones, tablets, iPads, etc. |

Section 1: Test Administration

| Grades 6–8 | Permitted | Prohibited |
|------------------------|---|---|
| Calculators | <ul style="list-style-type: none"> • TI-108 • Casio HS 4 Basic • Sharp ELSI Mate EL-2405A • TI-15 • TI-30 family • Casio FX260 • Sharp EL 344RP | <ul style="list-style-type: none"> • TI-84 plus family • TI-89 • TI-NSpire (CAS version) • HP-40G • Casio CFX-9970 • TI-NSpire (non-CAS) and TI-NSpire-CX (non-CAS) |
| Functionalities | <ul style="list-style-type: none"> • Addition • Subtraction • Multiplication • Division • Percent (%) • Square root ($\sqrt{\quad}$) • Fraction manipulation • Square key (x^2 or x^y) • Pi (π) • Trigonometric functions (sine, cosine, tangent) | <ul style="list-style-type: none"> • Graphing capability • Data entry • Matrices • Regression • Any calculator with CAS (computer algebra system) capabilities (including any programs or applications) • Wireless communication capability • QWERTY keyboard • Cell phones, tablets, iPads, etc. |
| EOC | Permitted | Prohibited |
| Calculators | <ul style="list-style-type: none"> • Casio FX260 • Sharp EL344RB • TI-15 • TI-30XA • TI-30IIS • TI-34 • TI-84 plus family • TI-NSpire (non-CAS) and TI-NSpire-CX (non-CAS) | <ul style="list-style-type: none"> • Casio CFX-9970 • HP-40G • TI-89 • TI-NSpire (CAS version) |
| Functionalities | <ul style="list-style-type: none"> • Fraction manipulation • Graphing capability • Data entry • Square key (x^2 or x^y) • Pi (π) • Trigonometric functions (sine, cosine, tangent) • Matrices • Regression | <ul style="list-style-type: none"> • Any calculator with CAS (computer algebra system) capabilities (including any programs or applications) • Wireless communication capability • QWERTY keyboard • Cell phones, tablets, iPads, etc. |

Note that the following calculators are accessible for students with visual impairments:

- TI-84 Plus Talking Graphing Calculator by Texas Instruments
- TI-30XS Multiview Scientific Calculator by Texas Instruments
- SciPlus Low Vision Scientific Calculator by Sight Enhancement Systems, Inc.

Section 1: Test Administration

Scratch Paper

Students should be given clean, **blank** scratch paper during all assessments. Scratch paper may be lined, unlined, or gridded/graph paper of any weight, and should be collected and returned with other secure materials to the building testing coordinator. New clean, **blank** sheets of scratch paper must be provided to students at the beginning of each subpart.

Clocks

Clocks (analog or digital) are permitted in the test environment. Countdown timers or projected clocks are not acceptable.

Reference Sheets

Mathematics and the Grade 7 Science reference sheets are provided within the TestNav 8 platform. Students may have a copy of the reference sheet during the test (but it is not necessary). However, no other reference sheet can be used during the administration.

Test Administrator's Checklist

Before Testing

- 1. Attend test administrator training session or complete online test administrator training.
- 2. Announce the test dates to students and parents/guardians and discourage scheduling appointments that would conflict with the testing sessions.
- 3. Explain the purpose of the test to the students. See an example explanation in Appendix A.
- 4. Review the **Test Administration Manual** (TAM) in its entirety.
- 5. Review the non-secure **Test Administrator/Proctor Scripts** (TAPS). Paper copies are provided to building testing coordinators, and the document is available on LiveBinders (keyword: TAPS).
- 6. Work with your building testing coordinator to identify students needing accommodations and/or modified-format tests (See the **Tennessee Comprehensive Accessibility and Accommodations Guide**).
- 7. Identify and make arrangements for students needing scheduled medical assistance to receive care that will allow them to participate uninterrupted throughout the testing session.
- 8. Confirm all students that are scheduled to be tested are in the PearsonAccess^{next} platform. Immediately inform the BTC if students cannot be found. Students not found in PearsonAccess^{next} cannot participate in online testing.
- 9. If the TestNav application is not on a testing device, contact the BTC immediately.
- 10. Prepare the test setting.
 - A) Arrange the test setting to ensure students work without any assistance from others.
 - B) Confirm all testing stations have the TestNav application installed, and the app is open and showing the Tennessee Sign In screen. See page 24 of this manual for an example of this screen.
 - C) Post a "DO NOT DISTURB" sign at the entrance of the testing site. (Sample signs are provided in the back of this manual.)
 - D) Post a "No Electronic Devices" sign at the front of the testing room.
 - E) Post the appropriate subpart sign at the front of the testing room.
 - F) As needed, during Subpart 1 of a math test, post the "No Calculators Allowed" sign at the front of the testing room.
 - G) Secure all electronic devices (except those used for testing) prior to testing. These include mobile phones, tablets, smart watches, ear pods, and any other electronic device.
 - H) Test administrators may use a cell phone ONLY for contacting the building testing coordinator, and only if there is no other communication system available.
- 11. Verify the test setting is appropriately prepared, following the guidance in the Testing Environment section of this document.

Test Administrator's Checklist

- A) Ensure security cameras in testing areas are NOT focused to view and/or record content on student workspaces.
- B) Arrange student workspaces to ensure that students cannot easily view one another's test and item responses.
- C) Make sure all appropriate content information **has been removed** from the walls. If there are any items in question, contact the building testing coordinator.
- 12. Ensure appropriate test materials and resources are available for each testing session.
 - A) Student Testing Ticket;
 - B) Subpart seal code;
 - C) Two No. 2 pencils with erasers;
 - D) Two blank sheets of paper for student use. Scratch paper may be lined, unlined, or graph paper of any weight;
 - E) Approved calculators for Math and Biology as required in TAPS;
 - F) TestNav Quick Tips for Students (Navigation & Tools) handout;
 - G) Materials required for student accommodations or modified-format tests.
 - H) Rulers, protractors, and compasses are prohibited in Grades 4–8 and EOC.
 - I) Rulers are provided for Grades 2 and 3. However, protractors and compasses are not needed for testing;
 - J) Large Print reference sheet, if appropriate.

During Testing

- 1. Have the necessary information to contact the building testing coordinator in case of student emergencies or other issues during testing.
- 2. Ensure all electronic communication devices are powered down and secured.
- 3. Provide a clean testing space for each student and remove all extraneous items (e.g., food, beverages, candy, backpacks, purses, textbooks, notebooks).
- 4. Confirm each student has appropriate materials for testing.
- 5. Instruct students on appropriate methods for taking the test.
 - A) Students should read each test item carefully.
 - B) Students should watch for careless errors.
- 6. Ensure students understand directions for taking the test.
 - A) Encourage students to respond to the sample questions.
 - B) Make sure students respond to the test without help from anyone.
- 7. Fill out a seating chart with student names.
- 8. Administer the test, following the TAPS guidance and observing all time limits and start/stop commands.
 - A) Should there be a disruption during testing, the beginning and end time of the disruption or temporary absence (restroom break) must be documented and testing session stopping time for the affected student(s) must be modified accordingly.

- B) A student(s) who leaves the testing area must be escorted with no access to electronic devices, content material, or conversation about the assessment.
 - C) Time begins when the teacher says "you may begin" and does not include teacher directions or sample items prior to the first item in the subpart.
- 9. Remain with the students and be observant and non-disruptive throughout the testing session.
 - A) Be aware of student activity at all times during testing.
 - B) Do not read or do other activities that take attention away from students.
 - C) Do not provide assistance that could indicate an answer.
- 10. Test Administrators monitor student testing.
 - A) Only PearsonAccess^{next} should be open on the TA's device.
 - B) Student progress should be monitored throughout each subpart.
- 11. Manage test disruptions to ensure the validity of test results.
 - A) Test disruptions must be avoided.
 - B) Applicable time limits must be enforced, the beginning and ending of any disruption or temporary absence must be documented, and testing session stopping time for affected student(s) must be modified accordingly.
 - C) Document incidents that could be Reports of Irregularity (RIs) for the building testing coordinator.
- 12. Notify the building testing coordinator of any emergencies during testing.
- 13. Notify the building testing coordinator of any suspected testing security concerns.
- 14. Dependent on district policy, students may perform another quiet academic activity not related to the content area being tested after completing testing (per the **Test Administration Proctor Script**).

After Testing

- 1. Test Administrator should collect all scratch paper, student tickets, seal codes, and calculators (if used).
- 2. The following items should be returned to the BTC at the end of testing for each day: student tickets, seal codes, scratch paper, and other required documents.
- 3. If adult transcription is necessary, follow the guidelines for adult transcription (found on page 13) with two adults present and transcribe student responses. For braille transcriptions, transcribe from braille into an answer document that has been marked with the accommodation Braille under Special Program.
- 4. Ensure that all students have properly exited and signed out of TestNav.
- 5. Provide documentation of any RI or SNT status to the building testing coordinator.
- 6. Share a list of absent students who will need make-up sessions with the building testing coordinator at the end of each day.
- 7. Coordinate with the building testing coordinator to validate that all students who were scheduled to test have turned in all materials.

Test Administrator's Checklist

Required Documentation for Test Administrators

Test administrators should turn in the following documents to their building testing coordinators:

Before Testing

- 1. Certificate of Completion for online test administrator training or signature of completion for in-person test administrator training if directed by the district.
- 2. Test Administration and Security Agreement
- 3. Test Administrator Code of Ethics and Security Procedures

After Testing

- 1. Seating chart for test session
- 2. Security Log
- 3. Student Testing Tickets
- 4. Seal Codes

Section 2: Instructions for Administering Computer-Based Testing

GUIDELINES FOR CHECKING IN AND CHECKING OUT MATERIALS

Test administrators should report to the designated area in their building to pick up secure testing materials. Before signing out secure test materials, the test administrator should count and verify the materials that are leaving the secured area.

Once testing is completed for that session, the test administrator should return the secure test materials to the designated area. Prior to signing in the materials, the BTC or their designee should verify the counts on the materials being returned.

PREPARING FOR COMPUTER-BASED TESTING

The TN PearsonAccess^{next} site is available at <https://tn.pearsonaccessnext.com>.

Verify you have access to PearsonAccess^{next}. If you do not have a PearsonAccess^{next} account, contact your building testing coordinator. If you have an existing PearsonAccess^{next} account, use the Forgot Password link on the sign in screen if a password reset is needed. If the account is locked or disabled, contact the building testing coordinator.

Sign the ***Test Administration and Security Agreement***, and the ***Test Administrator Testing Code of Ethics and Security Procedures*** forms and return them to the building testing coordinator (forms located in Appendix B).

PREPARING STUDENTS

Test Administrators are not allowed to assist students with TestNav functionality and navigation during online testing. Discuss accessibility and accommodations tools with students prior to testing to explain the materials or types of assistance available to them during the assessment. Students may use the Quick Tips for Tools in TestNav handout. This resource is also available on LiveBinders, in the TAPS appendix, and from the BTC.

STUDENT MATERIALS

Students may have only the following materials at their workspace during testing for computer-based materials.

- Testing device that meets the minimum technology specifications (i.e., desktop or laptop computer, iPad, Chromebook)
- Student Testing Ticket – provides the username and password needed to sign into TestNav.
- Materials necessary for the administration of accommodations or accessibility features.
- Headphones for students using text-to-speech.
- Scratch paper and two No. 2 pencils.

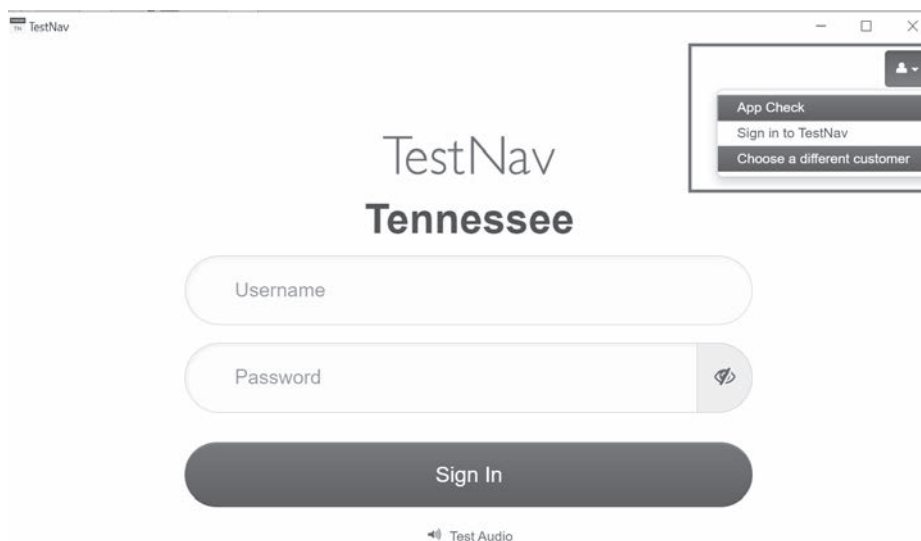
Section 2: Instructions for Administering Computer-Based Testing

Optional:

- External keyboards for students using iPads (highly recommended).
- Reference sheets for Mathematics and Science assessments:
 - If not printed, reference materials are available to students through the Exhibits tab in TestNav.
- One handheld calculator that meets allowable requirements as detailed in Handheld Calculator Types on pages 16–17.

TESTING SETUP

Coordinate with the local technology coordinator to ensure all testing devices have the TestNav application installed. Before students sit down to test, the app should be open and show the Tennessee login page. See the example below.



If you do not see this page, click on the User drop-down menu in the top right corner, and select “Choose a different customer”. Select “Tennessee” from the list provided. The building testing coordinator assigns online accommodations for students with disabilities testing with accommodations, as well as any accessibility features (e.g., color contrast) for any student, as appropriate.

Verify students are assigned to the appropriate test form on the **Students in Sessions** screen in PearsonAccess^{next}. Step-by-step directions can be found on page 25.

Receive Student Testing Tickets from the building testing coordinator. The test tickets and seals codes are a part of the secure materials that are signed in and out every day with the BTC. On each testing day, the building testing coordinator provides the Student Testing Tickets and Seal Codes for the scheduled test sessions. If administering multiple PearsonAccess^{next} test sessions, keep the tickets and seal codes 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 into TestNav.

PREPARING FOR ADMINISTRATION

The TN PearsonAccess^{next} site is available at <https://tn.pearsonaccessnext.com>.

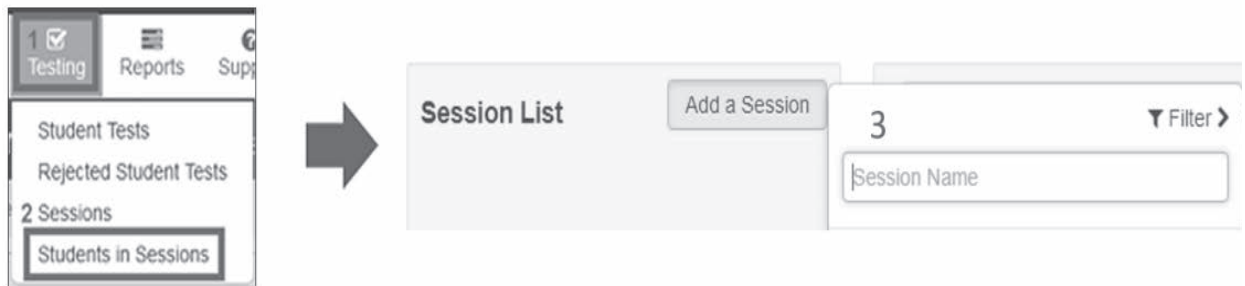
1. Select **Sign In**.
2. Enter your username and password (created prior to administration).
3. Verify the correct administration is selected. The test administration is found in the upper right corner of the screen.
 - Spring 2022 EOC


Confirm accommodated forms in PearsonAccess^{next}

A list of students in your test session and any accommodations should be a part of the materials signed out every session. These materials should come from the BTC.

On the **Students in Sessions** screen verify that students requiring special forms are assigned the appropriate online test form.

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.



2. Click a session name to select it from the list. Session Name can be found at the top of a test ticket.
 - Repeat Steps 1 and 2 for additional test sessions if managing student tests from multiple test sessions.
 - Select Combined View to view students from multiple session. 
3. On the **Students in Sessions** screen, verify that students requiring Text-to-Speech have this assigned by checking for a TTS icon in the USID column.



Section 2: Instructions for Administering Computer-Based Testing

- To view all of a student’s enabled accommodations, click the blue information icon (i) next to the student ID. In the pop-up, click **Student Tests**.

STUDENT SAMPLE (888888881)

Fall 2021 EOC

Details Organization Enrollments Test Administration Registration **Student Tests** Sessions

English I Subpart 1 | PEARSON SAMPLE HIGH SCHOOL A (88888-8004)

Test Format*
Online

Do Not Report
False

Do Not Report Reason

Alternate Format

Large Print
False

Braille

Close

Logging into TestNav

In the **Test Administrator Proctor Scripts (TAPS)** the Test Administrator is instructed when to distribute Student Testing Tickets. Provide each student with their own ticket, which will include identifying information and temporary login credentials.

If students receive a message with code “MSG 9058: The username or password you entered is incorrect” make sure they are on the Tennessee Sign In screen and that there are no spaces typed when entering the username and password.

TestNav
Tennessee

Username

Password

Sign In

Test Audio
Practice Tests

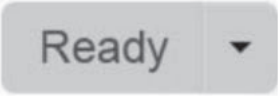

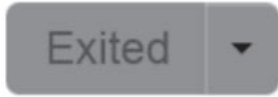

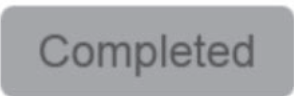

8.16.552

MONITORING COMPUTER-BASED TEST SESSIONS

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 TAPS directions word-for-word. Only provide TestNav assistance 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 with the dashboards in PearsonAccess^{next}. See directions below on how to use the Testing Dashboards.

As students begin to sign in and start the test, the subpart status field next to the student’s name displays the current status:

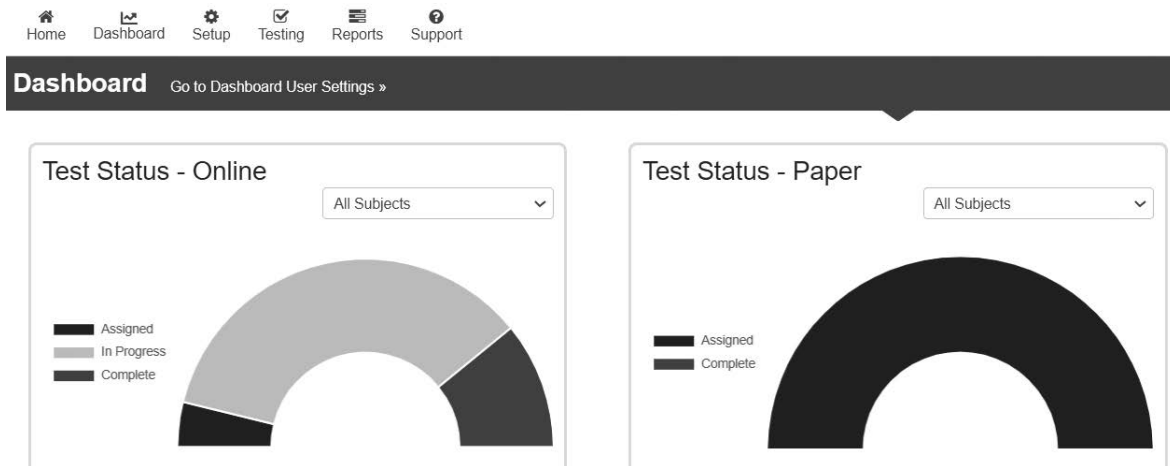
| Status | Explanation |
|---|---|
|  | The subpart is available for the student(s) to login into TestNav and begin to test. The student has not yet started the subpart/test. |
|  | The student signed in and started the subpart/test. |
|  | The student saved and exited the subpart/test. |
|  | The subpart/test can be re-entered by the student. If the subpart is not set to Resumed status by a Test Administrator after the student exited, the student cannot re-enter the subpart/test. This status uses only the test data last sent to the Pearson server rather than data saved on a specific machine. |
|  | The subpart/test was completed and final answers were submitted by the student. Responses were received by Pearson. |
|  | The DTC or BTC marked the subpart/test complete. |

Section 2: Instructions for Administering Computer-Based Testing

Testing Dashboards

Testing can be monitored with the dashboards in PearsonAccess^{next}.

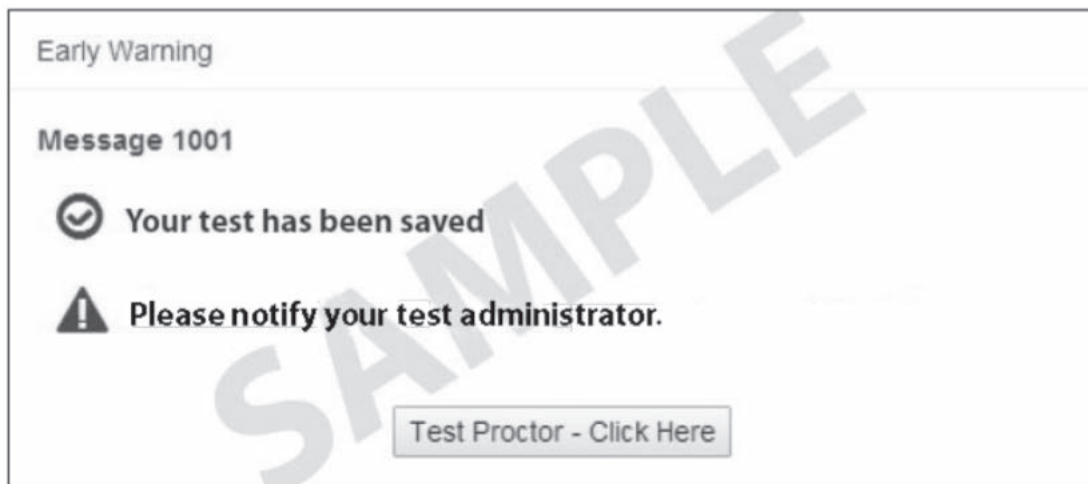
1. Go to **Dashboard**, then again select **Dashboard**.



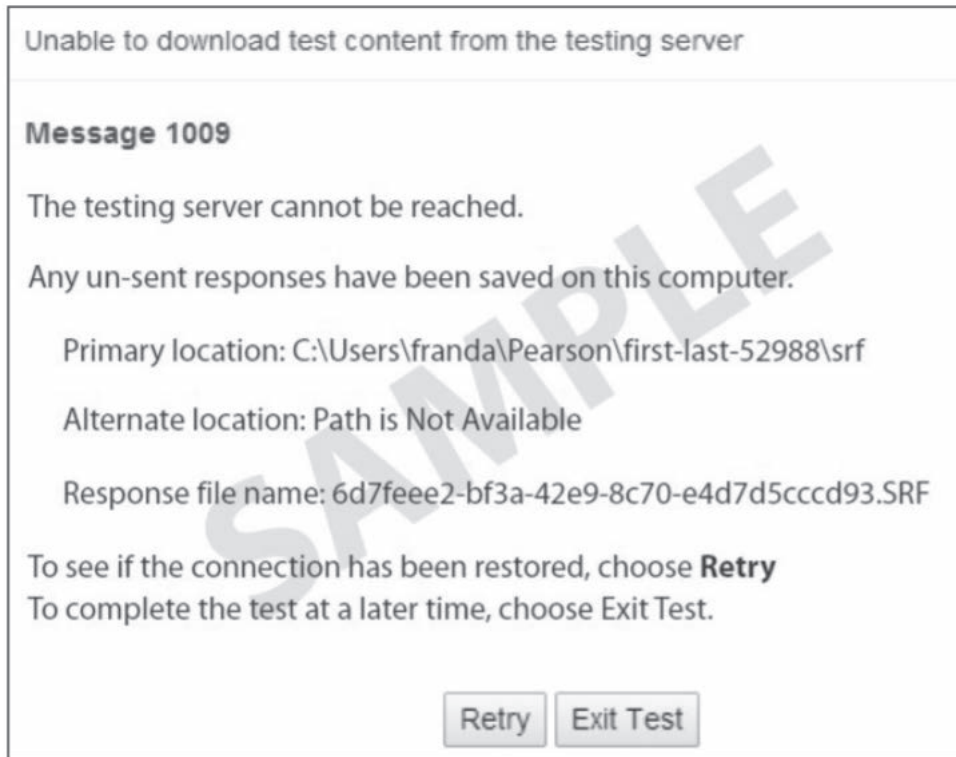
Testing dashboards are dynamic and customizable. Click on the Dashboard User Settings to customize your dashboards. Data refreshes every 30 minutes.

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**.



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 close and PearsonAccess^{next} will show the student in **Exited** status on the **Students in Sessions** screen. A Test Administrator must resume the student's test subpart before the student can continue with the same subpart. A student cannot resume until a Test Administrator authorizes the student to do so. Students should resume testing with the same devices on which they started.

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

1. Verify the student is logged out of TestNav.
2. Resume the student's test in PearsonAccess^{next} from the **Students in Sessions** page.
 - The student's test resumes from the point at which the test was interrupted.
 - The system uploads any test responses that the student entered after the interruption if resuming on the same testing device.

Section 2: Instructions for Administering Computer-Based Testing

RESUMING TESTS

To **resume*** a student's test, complete the following steps in PearsonAccess^{next}.

1. On the **Students in Sessions** page, search to find the appropriate student(s).
2. Use one of two options to change the student status.
 - For a small number of students, click the arrow next to the student's subpart status and select **Resume**.
 - To resume several students 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 appropriate subpart for each student and click **Resume**.

If the subpart status is **Exited** in PearsonAccess^{next} 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 subpart status is **Active** in PearsonAccess^{next} select **Resume Upload**, select the status again and choose **Resume**.

*A subpart cannot be resumed if it is in **Resumed**, **Marked Complete**, or **Completed** status.




Follow the school's protocol if there is a technical problem. Contact the building testing coordinator or school technology coordinator, if necessary.

If a student prematurely selects the **Submit/Submit Final Answers** button, the Test Administrator must contact the building testing coordinator who will contact the DTC.

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 subpart, contact the building testing coordinator.

Submit Final Answers

- In TestNav, direct students to select the  button.
 - This is the last opportunity to review answers and make sure all questions are answered.
- Scroll to the bottom of the drop-down menu and select **End of Section** (subpart).
- Select the green **Submit Final Answers** button. 
- When the **Test Submit Warning** screen appears, select the green **Yes, Submit Final Answers** button.
- On the **Students in Sessions** screen in PearsonAccess^{next}, verify all students show a status of either **Exited**, if they have completed a subpart, or **Completed**, if they have completed all subparts. (English I, II Subpart 1 is the only standalone subpart and will show as **Completed**.)
- In TestNav, direct students to select the User Menu button () in the top right corner of the screen.
- Select **Sign out of TestNav**.


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." Students must sign out of TestNav before starting the next subpart or being marked **Complete** at the end of the test.

If a student has not exited a subpart correctly and will not return to complete test in a subsequent session, the student test will need to be marked complete. Contact your BTC to mark the test complete.

Sign Out Without Submitting Final Answers

Students who need to exit TestNav before completing all subparts of a test should use the below steps to sign out.

For all subparts:

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

Note: Answers are only submitted from the End of Subpart screen. If students access this screen, they must not choose the option to submit answers unless they answered all questions in the subpart and will not return to the test.

If a student has not exited a subpart correctly and remains in Active status, but will continue to test in subsequent sessions, the student test will need to be resumed. For instructions on this, refer to page 30 of this guide.

Section 2: Instructions for Administering Computer-Based Testing

AFTER TESTING

Return all Student Testing Tickets, Seal Codes, used scratch paper, and any accommodated materials to the building testing coordinator. Test Administrators should report any unusual circumstances or breaches of test security as well as any absences to the building testing coordinator.

In PearsonAccess^{next}, verify that student tests are either in **Exited** or **Completed** status. Students will show as **Exited** after completing a subpart and then exiting TestNav. When all subparts are completed, the status will show as **Completed**.

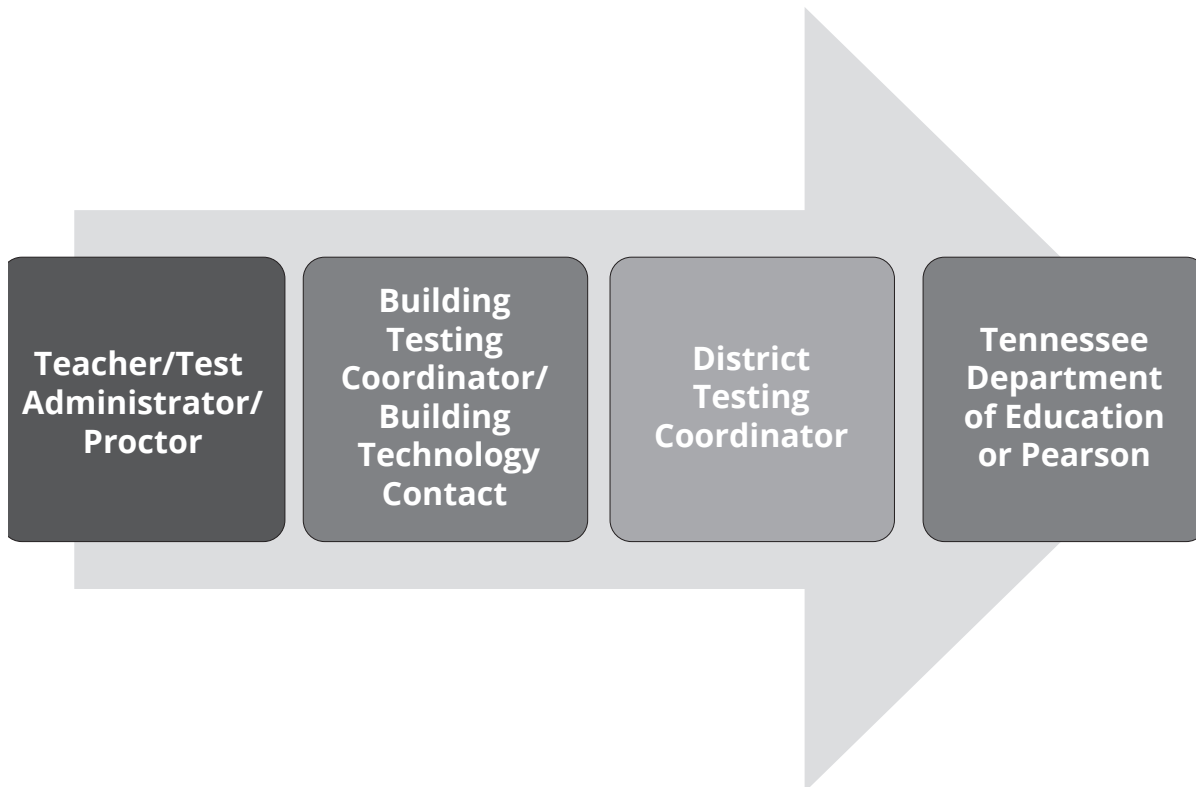
| <input type="checkbox"/> | USID | Last Name | First Name | Middle Name | Username | Session | Student Test Status | Form Group Type | Form |
|--------------------------|-----------|-----------|------------|-------------|------------|--|---------------------|-----------------|---|
| <input type="checkbox"/> | 101010101 | STUDENT | SAMPLE | A | 0884698940 | ● MR SMITH ALGEBRA I SECTION A (Algebra I) | Exited | Main | Algebra I EOC - 21A1HSFAONEN01000000 (21A1HSFAONEN01000000) |
| <input type="checkbox"/> | 202020202 | STUDENT | SAMPLE | B | 9025999615 | ● MR SMITH ALGEBRA I SECTION A (Algebra I) | Exited | Main | Algebra I EOC - 21A1HSFAONEN01000000 (21A1HSFAONEN01000000) |
| <input type="checkbox"/> | 303030303 | STUDENT | SAMPLE | C | 8648129349 | ● MR SMITH ALGEBRA I SECTION A (Algebra I) | Exited | Main | Algebra I EOC - 21A1HSFAONEN01000000 (21A1HSFAONEN01000000) |
| <input type="checkbox"/> | 888888888 | STUDENT | SAMPLE | | 8398260557 | ● MR SMITH ALGEBRA I SECTION A (Algebra I) | Exited | Main | Algebra I EOC - 21A1HSFAONEN01000000 (21A1HSFAONEN01000000) |

| <input type="checkbox"/> | USID | Last Name | First Name | Middle Name | Username | Session | Student Test Status | Form Group Type | Form |
|--------------------------|-----------|-----------|------------|-------------|------------|--|---------------------|-----------------|---|
| <input type="checkbox"/> | 101010101 | STUDENT | SAMPLE | A | 0884698940 | ● MR SMITH ALGEBRA I SECTION A (Algebra I) | Completed | Main | Algebra I EOC - 21A1HSFAONEN01000000 (21A1HSFAONEN01000000) |
| <input type="checkbox"/> | 202020202 | STUDENT | SAMPLE | B | 9025999615 | ● MR SMITH ALGEBRA I SECTION A (Algebra I) | Marked Complete | Main | Algebra I EOC - 21A1HSFAONEN01000000 (21A1HSFAONEN01000000) |
| <input type="checkbox"/> | 303030303 | STUDENT | SAMPLE | C | 8648129349 | ● MR SMITH ALGEBRA I SECTION A (Algebra I) | Marked Complete | Main | Algebra I EOC - 21A1HSFAONEN01000000 (21A1HSFAONEN01000000) |
| <input type="checkbox"/> | 888888888 | STUDENT | SAMPLE | | 8398260557 | ● MR SMITH ALGEBRA I SECTION A (Algebra I) | Completed | Main | Algebra I EOC - 21A1HSFAONEN01000000 (21A1HSFAONEN01000000) |

Appendix A: Communication Plan

COMMUNICATION PLAN: TROUBLESHOOTING

The illustration below shows the communication protocol that should be followed if any issues arise. It is important to follow this communication plan, since building and district testing coordinators have additional resources to problem solve quickly and to ensure consistency of communication. Test Administrators should adhere to the district/school's communication plan during administration.



Do not directly contact TDOE or Pearson without discussing with your BTC.

Purpose of TCAP Assessment

The purpose of the TCAP Assessment is to assess true student understanding of state standards, not just memorization or test taking skills. When explaining the purpose to students, you may use the following example as an answer.

The purpose for students taking the TCAP assessments is to help you see the knowledge and learning that has taken place throughout the school year. You and your teachers have worked extremely hard and the tests are a way of showing the results of that hard work. Do your best, as you would with anything else you do.

Appendix B: Test Administration Materials

ACCOMMODATIONS CODES

SPED Accommodation Codes

Adult Transcription **(A)**

Assistive Technology **(B)**

Extended Time **(C)**

Oral Presentation/Signing **(D)**

Visual Representations for Math **(E)**

Rest/Breaks **(F)**

Unique Accommodation Request **(G)**

EL Accommodation Codes

Extended Time **(R)**

Word-to-Word Dictionary **(S)**

Rest/Breaks **(T)**

Oral Presentation/Signing **(U)**

TEST ADMINISTRATION AND SECURITY AGREEMENT



Test Administration and Security Agreement 2021–2022

Directions: *This agreement must be signed by any adults within proximity to test materials or test administration, including but not limited to test administrators, proctors, testing coordinators, and school or district administrators. Signed agreements should be collected by building test coordinators and kept filed for a period of 12 months.*

The State of Tennessee Test Security Law, Tennessee Code Annotated (T.C.A.) 49-1-607, applies to anyone involved in the administration of a statewide assessment. This law prohibits activities that may threaten the integrity of the test. The full text of T.C.A. 49-1-607 is located in the Test Administration section of each test administration manual. Examples of prohibited activities are listed below. This list includes (but is not limited to):

- Reading or viewing the passages or test items
- Sharing the passages or test items
- Copying or paraphrasing the passages or test items
- Explaining or reading passages or test items for students
- Changing or otherwise interfering with student responses to test items
- Copying or reading student responses
- Taking digital images of test items or encouraging others to take digital images of test items (including images of computer monitors displaying test items)
- Causing achievement of schools to be inaccurately measured or reported
- Failing to report a test security violation

If any of the above examples are accessibility features and/or accommodations for ELs or students with current IEPs or Section 504 Plans, test administrators are permitted to provide the accommodation(s) as allowed in each test administration manual (TAM) to those specific students who have them as part of their IEP, 504 or EL plan.

All personnel are prohibited from examining or copying the test items and/or the contents of the test. The security of all test content must be maintained before, during, and after the test administration. Inappropriate actions by district or school personnel will result in further investigation, possible loss of teaching licensure, and possible involvement of law enforcement agencies.

I acknowledge that I have received training regarding the administration of statewide assessments and must read all information and instructions provided in all applicable sections of the relevant test administration manual, including the State of Tennessee Test Security Law. I agree to follow all test administration and security procedures outlined in the manual and law, in addition to district policies and procedures. Further, I will not reveal or disclose any information about the test items or engage in any acts that would violate the security of statewide assessments or cause student achievement to be inaccurately represented.

Printed Name

School Name/Number

Signature

Date

Office of Assessment Logistics
Tennessee Department of Education

TEST ADMINISTRATOR TESTING CODE OF ETHICS AND SECURITY PROCEDURES



Testing Code of Ethics and Security Procedures Test Administrator 2021–2022

It is important for you, as a test administrator of a TCAP assessment, to know that the following guidelines are to be strictly followed. A lack of or refusal to follow this guidance may result in an investigation, loss of teaching licensure, and/or prosecution for violation of the law. Please read the following list of responsibilities and sign your name on the signature line at the bottom of this form indicating that you understand these actions and their consequences.

The activities and actions listed below are required as a part of my role as a test administrator for TCAP assessments. These requirements apply to all TCAP assessments:

- TCAP End Of Course
- TCAP Grades 3-8
- ACCESS for ELLs
- MSAA
- TCAP-Alt (Science/Social Studies)
- Grade 2 optional assessment/Grade 2 Alt
- Field tests
- ACT and SAT

I understand that before testing on the days of the assessment, I am responsible for:

- Reviewing the Test Administration Manual (TAM) for the assessment, including all information on test security procedures and policies
- Signing the Test Administration and Security Agreement, and returning this document to my building testing coordinator
- Reviewing any documentation provided to me by my building testing coordinator
- Securing test materials and maintaining my presence with them once checked out from the designated secure location in my building
 - Only test administrators can check out and deliver test materials to/from the testing environment
- Keeping all test materials on the school's campus (unless authorized to do so for off-site testing)
- Maintaining the integrity and security of the assessment by not reading, sharing (verbally and/or electronically), paraphrasing and/or reproducing any of the test booklet/answer sheet content. Reproduction includes (but is not limited to):
 - Handwritten notes
 - Photocopy
 - Photographs

I understand that during testing (including during breaks) on the day(s) of assessment, I am responsible for:

- Maintaining the validity and security of the assessment by **NOT**:
 - Reading test items as I monitor the room*
 - Reading student responses or materials (e.g., test books, answer documents, computer screens) as I monitor the room
 - Assisting students in answering test items
 - Giving students verbal cues ("you may want to re-check number 7") or non-verbal cues (pointing at a specific item)
 - Giving students more time than is allotted for the session*
 - Encouraging students to finish early
 - Allowing students to use cell phones or other electronic devices*, even if they have already submitted their tests, until all testing is complete
 - Leaving the room and/or test materials unattended for any period of time
 - Coaching students on test-taking strategies
 - Administering or proctoring the assessment to family members
- Providing a testing environment that is comfortable to all students while still adhering to the expectations of state testing, which includes:
 - Covering or removing visual aids (e.g., word lists, multiplication tables) that may help students
 - Proactively arranging seating to deter students from talking or causing disturbances,
 - Eliminating the use of any/all technical devices (computer/tablet/cell phone/smart watch) for any reason*
 - Refraining from daily tasks during the testing session like checking email, grading papers, or other activities that will result in my attention not being on students at all times
 - Assessing only the test/subpart that is scheduled for the day/testing time and not allowing the return to prior, completed test sections



Testing Code of Ethics and Security Procedures Test Administrator 2021–2022

I understand that after testing on the day(s) of assessment, I am responsible for:

- Returning materials immediately to the Building Testing Coordinator at the conclusion of the testing time and ensuring all materials are secured and accounted for
- Keeping all test material on the school's campus
- Maintaining the integrity and security of the assessment by not reading, paraphrasing, and/or reproducing any of the test booklet/answer sheet content. Reproduction includes (but is not limited to):
 - Handwritten notes
 - Photocopy
 - Photographs
- Maintaining the integrity and security of the assessment by not sharing (verbally and/or electronically), any of the test booklet/answer sheet content. Sharing includes (but is not limited to):
 - Electronic communication (email, text, social media, etc.)
 - Discussion with students or parents
 - Discussion with professional colleagues
- Notifying the Building Testing Coordinator of any student answer sheet that may require that person's attention
- Providing seating charts for my test administrations to the Building Testing Coordinator
- Reporting any observed testing security violation
 - Failing to report a test security violation is a test security violation

** except when providing accessibility features and/or accommodations as allowed in each test administration manual (TAM)*

Proper test security as outlined by TDOE and the district include, but are not limited to, the items listed above.

This form must be signed prior to testing

I have reviewed and understand the testing code of ethics and security procedures and have been informed of the consequences for violating these procedures.

Printed Name: _____ Signature: _____

School: _____ Date: _____

Return this agreement to your Building Testing Coordinator

Signed forms should be kept on file by the Building Testing Coordinator for 12 months from the date signed.

Office of Assessment Logistics
Tennessee Department of Education
2021–2022

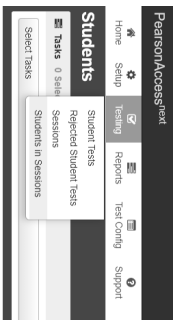


PearsonAccessnext Quick Tips for Test Administrators

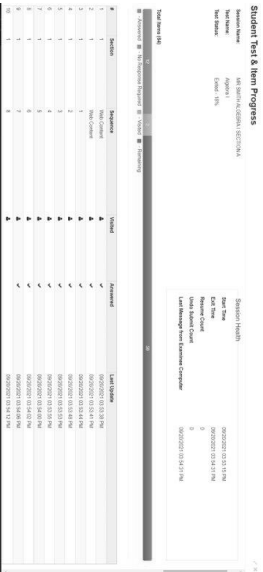
View Student Test Sessions

To view test sessions, select the Testing menu link to view details about the session and students enrolled.

1. From **Testing**, go to **Students in Sessions**.
2. Click **Add a Session** in the **Session List** area.
3. Type a session name into the search field and click the checkbox next to the session you want to view.



4. Click **Add Selected**. You can add multiple sessions and click between them to view details.
5. A list of students assigned to the session will appear in the table results. When viewing multiple sessions users can select **Combined View** at the top of the list to view students in multiple sessions.
6. In the **Resources** dropdown, you can select **Session Student Roster** for a printer friendly version of students assigned to the session.



View/Edit Student Details

To view Student Details, like assigned test accommodations, select the Testing menu link to view session and student details.

1. From **Testing**, go to **Students in Sessions**.
2. Click **Add a Session** or select one from the **Session List**.
3. Find student names on the table results.
4. Click the blue icon to view student details for the student, tests, and sessions they are assigned to.

Resume a Test

You can monitor student tests to track each student's testing progress during a session. You can monitor tests for all students, *except those in Ready status*.

1. From **Testing**, go to **Students in Sessions**.
2. **Add a Session** or select one you've already added from the **Session List**.
3. Students assigned to the session will appear in the results table, with status listed under the column **Student Test Status**.
4. To view the Student Testing Status dashboard, click the Student Test Status.

Monitor Testing Sessions

You can use the **Resume** feature to allow a student to continue within a test he or she exited before finishing.

1. From **Testing**, select **Students in Sessions**.
2. Click **Add a Session** or select one from the **Session List**.
3. Search to find the student whose status you want to view.
4. Click the arrow next to the student's status and select either **Resume** or **Resume Upload**. After you resume a student test, you must also unlock the test or unit of the test.



Troubleshooting for Online Test Administrators

| Issue | Action |
|---|--|
| Student cannot sign into the test. | Verify: <ul style="list-style-type: none"> • The test session has been started. • Student's test status is Ready or Resumed. • The correct customer (Tennessee) is selected from TestNav's dropdown customer list. |
| Student login is not recognized. Student is unable to log in to TestNav. | Verify that the entered student information is correct and doesn't include extra spaces. Check the student ticket for the login details. |
| Student's test is unable to communicate with the testing server. OR There has been a problem loading an item in the student's test. | Verify that the computer has a working network connection, and try again. <ul style="list-style-type: none"> • If using a wired connection, verify that the Ethernet cable is connected to the computer and to a wall socket or network device. • If using a wireless connection, verify that the computer's wireless device is turned on (active/enabled), and is connected to a wireless access point (WAP). |
| Student's test has the wrong accommodation. | Verify: <ul style="list-style-type: none"> • Check student's test assignment and accommodation option. • Contact your BTC for next steps. |
| Student is suddenly exited from test. | Verify that all other applications are closed and automated messages are turned off. <i>If any programs or messages open while TestNav is running, the student will be exited from the test.</i> Resume the student in PearsonAccess ^{next} , and have the student sign in again. |
| Computer (device) powers down or restarts in the middle of the test. | Verify that the computer (device) is connected to a power source. Resume the student in PearsonAccess ^{next} , and have the student sign in again. |
| Student is in Resumed Upload status in the Status column on the Session Details screen. OR Error Code 1005 is triggered. | Resume student test in PearsonAccess ^{next} and have the students sign in again. If the issue persists, contact your building testing coordinator for further assistance. |

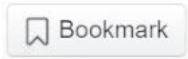
Appendix D: TestNav Tools

TOOLS FOR ALL STUDENTS

Navigation



Next and Previous buttons move the student through test questions.



The Bookmark button marks questions for the student to review before the test ends.



The Review dropdown shows questions answered, not answered, and bookmarked. You can click any question or bookmarked question to go back to it.

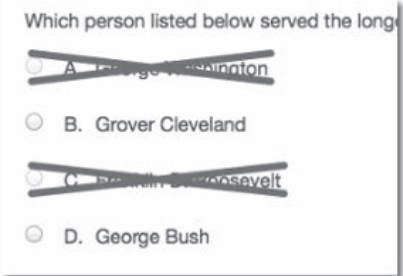
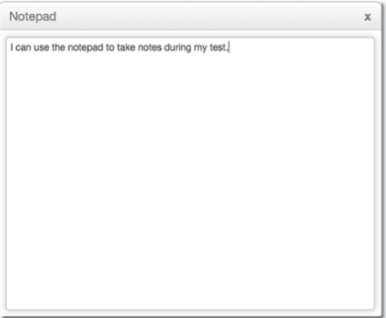
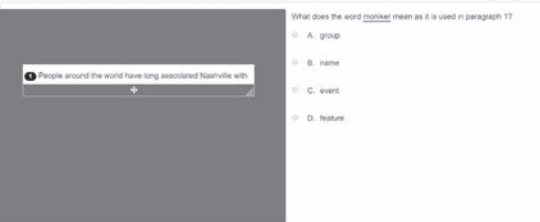


The User dropdown contains any available accommodations and the option to sign out of TestNav.

The Toolbar contains buttons for each available tool. Tools vary by test.

| Tool | Allows students to: |
|-------------------------------|---|
| Pointer | Close any enabled tools. |
| TI-84 Graphing Calculator | Perform a range of functionality including: <ul style="list-style-type: none"> • General math • Algebra • Trigonometry • Statistics • Graphing |

Appendix D: TestNav Tools

| | |
|--|--|
| <p>Answer Eliminator</p> <p><i>Multiple Choice</i></p>  <p>Which person listed below served the longest term as president?</p> <p><input type="radio"/> A. George Washington</p> <p><input type="radio"/> B. Grover Cleveland</p> <p><input type="radio"/> C. Franklin D. Roosevelt</p> <p><input type="radio"/> D. George Bush</p> | <p>Visually eliminate (with a red X) one or more answers.</p> |
| <p>Notepad</p>  <p>Notepad</p> <p>I can use the notepad to take notes during my test!</p> | <p>Type notes while testing.</p> |
| <p>Line Reader Mask</p>  <p>What does the word <u>moniker</u> mean as it is used in paragraph 17?</p> <p><input type="radio"/> A. group</p> <p><input type="radio"/> B. name</p> <p><input type="radio"/> C. event</p> <p><input type="radio"/> D. feature</p> | <p>View parts of the screen and hide others by adjusting the reading window.</p> |

Zoom

Students can zoom in and out on a test page, using one of the following methods, depending on which TestNav app they use to test. It is not recommended to zoom in more than 250%.

TestNav Desktop

In Windows or Chrome OS:

- Press Ctrl + to zoom in.
- Press Ctrl - to zoom out.
- Press Ctrl 0 to reset to default zoom.

In OS X or macOS

- Press Cmd + to zoom in.
- Press Cmd - to zoom out.
- Press Cmd 0 to reset to default zoom.

TestNav on Android and iOS Tablet

To zoom, use two fingers on the screen and:

- Pinch out to zoom in.
- Pinch in to zoom out.

TOOLS FOR STUDENTS WITH ACCOMMODATIONS

The text below details accommodation tools available to students. These tools are available in the User Drop-down Menu, if enabled. After students are registered and have access for accommodation tools, students may use them during their online tests.

Color Contrast

Students can set color contrast to view items more clearly.

1. Click the User dropdown menu and click Change the Background and Foreground color.
2. You will see Contrast Setting Options. The default is set on the student's Personal Needs Profile (PNP) in PearsonAccess^{next}. Once you know which you prefer, select that color contrast setting and then click Continue.

Answer Masking

Students provided the option to use the Answer Masking tool can select it from the User drop-down menu. When selected, students see a mask covering multiple-choice distractors, with the option to click to expose each individually. They can turn answer masking on and off over each distractor or turn answer masking on or off on the entire question.

Magnifier

Students provided the option to use the Magnifier tool see the option in the User Dropdown Menu. Students can open the magnifier on each item, as needed.

Text-to-Speech (TTS)

Text is read aloud to the student by means of embedded TTS, either by clicking the play button to the right of the item, or by selecting text within the item.

- Pressing the play button triggers the button to turn into a stop button, and TTS continues to play, unless the student clicks the stop button.
- Selecting text within the item triggers the button to appear. The student can click the button to play a previously designated chunk of surrounding text, but not the entire item.

Use your headphones to hear the TTS.

Appendix E: Expected Behaviors

Check the expected behaviors below before attempting to troubleshoot. Accommodation tools are marked with *. For a list of common error codes and what actions to take, please refer to TestNav Error Codes list on LiveBinders.

TOOLS AND ACCESSIBILITY FEATURES

| Tool or Feature | Behavior | Additional Information |
|------------------------|--|---|
| *Color Contrast | Does not appear on all item (question) parts. | Depending on the item type, the color contrast setting may display a box or an outline around an item, but not fill it with the selected color. These items include: <ul style="list-style-type: none"> • Fraction model • Bar graphs • Exhibits • Some images |
| *Magnifie | <ul style="list-style-type: none"> • Closes when the student navigates to another item. | This reflects the current, intended functionality. Students should open the magnifier on each item, as needed. |
| | <ul style="list-style-type: none"> • Does not allow the student to answer an item if it covers the answer choice. | Students cannot click through the magnifier. Students must move the magnifier to the side to answer an item. They can also move it using the zoom feature by pressing CTRL (or Command) +/-. |
| | <ul style="list-style-type: none"> • Does not magnify the TI-84 Graphing Calculator display. | Students cannot magnify the TI-84 Graphing Calculator. Students can use the zoom feature by pressing CTRL (or Command) +/-. |
| | <ul style="list-style-type: none"> • <i>At times</i>, does not magnify all item parts. | Depending on the item type, students may need to use the zoom feature by pressing CTRL (or Command) +/-. Some examples include Fraction Wheel or Number-line items. |

Appendix E: Expected Behaviors

| | | |
|---|---|---|
| <p>Notepad</p> | <p>Does not allow students to resize it.</p> | <p>This reflects the current, intended functionality. Students can move the notepad from side-to-side to more easily take notes while reading.</p> |
| <p>Review Menu</p> | <p>Shows an item as Not Answered until the student answers <i>all parts</i> of the item.</p> | <p>Students should scroll down to ensure they answer <i>all parts</i> of the question.</p> |
| <p>*Text-to-Speech (TTS)</p> | <p>Depending on specific characters or graphics, TTS may not consistently highlight word-to-word.</p> | <ul style="list-style-type: none"> • For the English Language Arts assessments, TTS may highlight <i>the entire paragraph</i>, if it contains certain symbols. • For mathematics, TTS may highlight <i>an entire line of an equation</i>, if it contains open parentheses, closed parentheses, and some other characters. |
| <p>TI-84 Graphing Calculator</p> | <p>Defaults to radians, not degrees.</p> | <p>This reflects the current, intended functionality. Students can change the setting to Degrees in the calculator's Mode menu. TestNav retains this setting until they sign out of that test session.</p> |
| <p>Zoom (browser/device magnification)</p> | <p>Distorts page, upon using Ctrl (or Command) + to zoom multiple times.</p> | <p>Pearson recommends that students limit zoom to 250% to avoid distorting items.</p> |

ASSESSMENT ITEM INTERACTIONS

| Item Interaction | Behavior | Additional Information |
|---|--|---|
| <p>Rich Text Editor – Used in student extended text/written responses.</p> | <ul style="list-style-type: none"> Does not indent paragraphs when the student presses the Tab key. Instead, it moves the cursor out of the essay box. | <p>This reflects the current, intended functionality.</p> |
| | <ul style="list-style-type: none"> Does not allow the student to cut, copy, or paste <i>passage text</i> into the rich text editor or the notepad. | <p>The student can cut, copy, or paste <i>only text that he or she writes him or herself</i>. For example, a student can copy text from the notepad into the rich text editor for the essay response.</p> |

Appendix F: Testing Signs

**DO
NOT
DISTURB**

Testing in Progress



NO
ELECTRONICS

Tennessee Comprehensive
Assessment Program (TCAP) –
Computer-Based Testing
Test Administration Manual
Spring 2022



TN00011153