

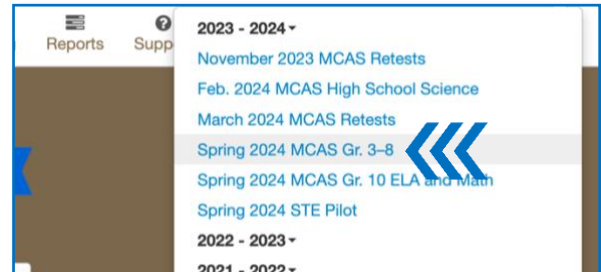
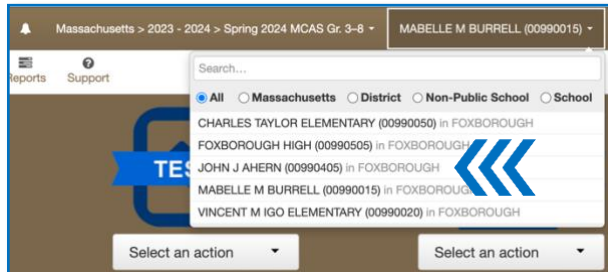
# MCAS Infrastructure Trial Guide

## Before the Test

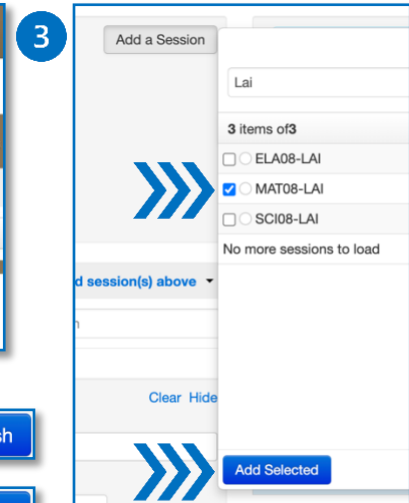
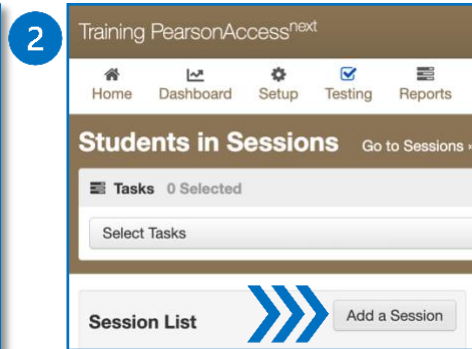
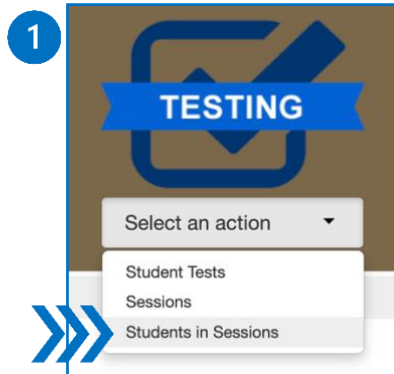
Sign into the **BROWN** [PearsonAccessnext](#) training site with your username & password. Your username is your school email. Passwords are the same for the **BLUE** (operational) and **BROWN** sites.

Training PearsonAccess<sup>next</sup>

In the top right corner, check your **SCHOOL** and **ADMINISTRATION** (Spring 24) are correct.



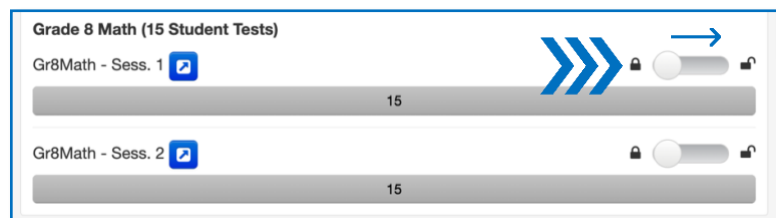
1. In the center of the screen, under the Testing dropdown menu, select **Students in Sessions**.
2. On the left is the **Session List** box. Click the **Add a Session** button.
3. In search field, type in the session proctor's/your last name (K-8). Sessions will auto-populate as you type. Check the box next to the correct test session and click the blue **Add Selected** button.



4. If the session has not already been Prepared or Started, click the **Prepare** button. Once the session is prepared, click the **Start** button.



5. **Unlock** the correct session for the whole class by moving the slider from left to right.

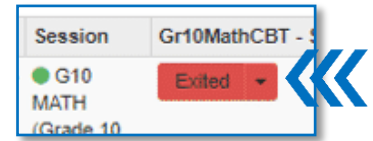


## During the Test

1. Take **attendance** and record any students that are absent.
2. Hand out **Student Testing Tickets** and Scratch Paper (optional).
3. Students may open the **TestNav App** on their device and login with their **Test Ticket**. Have students press **Start** 2 times until they reach the directions. Read **Trial Directions** below.
4. Allow students to start the test and **monitor Student Progress**. **Refresh your view** as needed.
5. If a student receives an error or is kicked out from TestNav, you will need to **RESUME** their test.

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- To **RESUME** a test, find the **Exited** student in the session class list.  
Click the dropdown arrow by **Exited** and select **Resume**.



## As Students Finish

Students who finish should raise their hand and ask if they can submit their final answers.

**For the real test you will need to read from the testing manual.**

- Students should **LOG OUT** of TestNav when they complete a session.
- Create piles for: Student testing tickets, Used Scratch Paper, Unused Scratch paper and Proctor testing tickets (if provided).
- When testing is over, return all materials according to your school's procedures.

## Student Directions to Read

*"Today we are going to do a practice MCAS test. We are checking to see if students can login to TestNav, if the computers and WIFI work, and if you can use the testing tools. You still have a few weeks before you take the real MCAS! We do not expect you to know all the answers right now. If you come across a question you do not know the answer to, don't worry! You can make a note of it on your scrap paper and then give your best guess. Your teacher can review questions with the class after the test is over. Please do your best work as these are similar questions to what you will see in during MCAS."*

*Read each question carefully and then answer it as well as you can. If a question asks you to show or explain your work, you must do so to receive full credit. Enter your response in the box provided by your screen. Only responses entered in the response box will be scored. If you do not know the answer to a question, you may bookmark it and go to the next question. When you are finished, you may review your answers and go back to any questions you bookmarked."*

## Need Help?

- Go to the **Ahern Team** and find the MCAS Channel
- Click **New Conversation** to make a post.
- Make sure to include your **Room Number** so we can find you!

