

# Examiner's Manual

# VMAS

**Virginia Modified Achievement Standards Test**

**Grade 8 Reading**

**Grade 8 Mathematics**

**Spring 2010    Field Test**

## IMPORTANT REMINDERS

Carefully review this manual prior to the administration of the field tests of the Virginia Modified Achievement Standards Test (VMAST) for Grade 8 *Reading* and *Mathematics*.

- The purpose of the field tests is to assess the effectiveness of new test items that are being considered for use in the VMAST assessment. Research-based supports and simplifications identified by Virginia educators have been applied to these items to make them more accessible to students with disabilities.
- The VMAST field tests of the Grade 8 *Reading* and *Mathematics* assessments will be administered to students from **May 3 through June 25, 2010**.
- The VMAST field tests should be administered under test conditions that are the same as the Virginia Standards of Learning (SOL) online test administrations. Results of the VMAST field tests will be considered in making final selections of test items to be used in future tests.
- No audio form is available for the Grade 8 *Reading* or *Mathematics* field tests. If a student's Individualized Education Program (IEP) includes an accommodation for an audio assessment, the field test should be read aloud to the student.
- VMAST practice tests for Grade 8 *Reading* and Grade 8 *Mathematics* assessments are available via an online electronic Practice Assessment Tool (ePAT). The ePAT is a stand-alone program that simulates a Web-based VMAST Assessment without using an Internet connection. Information on VMAST practice tests is available in the *VMAST Practice Test Manual* at

**[www.doe.virginia.gov/testing/alternative\\_assessments/index.shtml](http://www.doe.virginia.gov/testing/alternative_assessments/index.shtml)**

Divisions are encouraged to use the VMAST practice test with field test participants so that they may become familiar with the tools and supports available in VMAST prior to participating in the field tests.

- The Examiner should launch TestNav™ for each student prior to testing and should understand how to navigate within TestNav™. The Examiner should **not** enter the student's login information.
- The Examiner will read the sample test directions to students from the *Examiner's Manual*. The students will not have these directions to follow along on their screens.
- Formula sheets will not be provided for the VMAST Grade 8 *Mathematics* test. If a formula is needed, it will be provided with the item.

**If you have questions after reviewing this manual, contact your School Test Coordinator (STC).**

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## EXAMINER'S CHECKLIST

Activities Before Test Administration	
<input type="checkbox"/>	1. Carefully read this <i>Examiner's Manual</i> as well as any local directions you have been given. Resolve any questions you might have with your STC.
<input type="checkbox"/>	2. Read the <i>Test Security Guidelines</i> and sign the <i>School Division Personnel Test Security Agreement (Including Examiners/Proctors)</i> (Section 2.2 and the Appendix).
<input type="checkbox"/>	3. Establish an appropriate setting for test administration (Section 2.3).
<input type="checkbox"/>	4. Verify the use of proctors or need for additional assistance (Section 2.4).
<input type="checkbox"/>	5. Be aware of the alternate test site for students who may not finish their test by the end of the allotted test administration time (Section 2.5).
<input type="checkbox"/>	6. Know how to handle test irregularities (Section 3.1.9).
<input type="checkbox"/>	7. Be familiar with reading directions for administering the test (Section 2.7).
<input type="checkbox"/>	8. Know how to answer students' questions during testing (Section 3.1.8).
<input type="checkbox"/>	9. If you are administering tests to students who require special accommodations, become familiar with the accommodations specified in their IEPs. Coordinate with your STC how accommodations will be provided (2.6).
<input type="checkbox"/>	10. Prepare students for online testing (Section 2.8).
<input type="checkbox"/>	11. On the day of testing, receive test materials needed for online test session(s) from the STC. Verify receipt of secure materials by signing the appropriate transmittal form (Section 3.1.1).
Activities During Test Administration	
<input type="checkbox"/>	1. Understand TestNav™ setup (Section 3.1.5).
<input type="checkbox"/>	2. Monitor student progress (Section 3.1.6).
<input type="checkbox"/>	3. Know how to resume a student's test (Section 3.1.7).
<input type="checkbox"/>	4. Administer the test according to the specific directions for the VMAST Grade 8 <i>Reading</i> and <i>Mathematics</i> field tests (Sections 3.2 and 3.3).
Activities After Test Administration	
<input type="checkbox"/>	1. Return <b>ALL</b> authorization tickets, manipulatives, and scratch paper to your STC (Section 4.1).
<input type="checkbox"/>	2. Read and sign the <i>Examiner's/Proctor's Test Ticket Form/Affidavit</i> (Section 4.2).

## 1. USE OF THIS MANUAL FOR THE ADMINISTRATION OF THE FIELD TESTS OF THE VIRGINIA MODIFIED ACHIEVEMENT STANDARDS TEST (VMAST) FOR GRADE 8 READING AND MATHEMATICS

The Virginia Modified Achievement Standards Test (VMAST) is a test of modified achievement standards for selected Virginia students with disabilities. As defined by the United States Department of Education (USED), such students are instructed in grade level content but are not likely to achieve proficiency in the same time frame as their non-disabled peers. According to USED's guidance, tests designed to measure modified achievement standards must address grade level content but may be easier than the tests administered to regular education students.

In the VMAST *Reading* and *Mathematics* assessments, research-based supports and simplifications identified by Virginia educators have been applied to online Grade 8 *Reading* and Grade 8 *Mathematics* items to make them more accessible for students with disabilities. All field test participants must be students identified as disabled under the Individuals with Disabilities Education Improvement Act of 1973. Students identified as disabled under Section 504 of the Rehabilitation Act of 1973 are not allowed to participate. **The VMAST field tests of the Grade 8 *Reading* and *Mathematics* assessments will be administered to students from May 3 through June 25, 2010.**

This *Examiner's Manual* describes procedures that test examiners are to follow in the administration of the field tests. The manual includes the following information:

- Your duties before, during, and after the field test administration
- Specific instructions for administration of the Grade 8 *Reading* and *Mathematics* field tests

## 2. SPECIFIC DUTIES OF EXAMINERS: BEFORE TESTING

### 2.1 Read All Materials

Prior to the day of testing carefully read this *Examiner's Manual* and any local directions you may have been given by your School Test Coordinator (STC). Review the Examiner's Checklist (page iv). Ensure that you understand the activities before, during, and after the test administration. Resolve any questions you might have with your STC well in advance of test administration.

### 2.2 Sign the School Division Personnel Test Security Agreement (Including Examiners/Proctors)

Before you may administer the VMAST field tests, you must read the *Test Security Guidelines* and then read and sign the *School Division Personnel Test Security Agreement (Including Examiners/Proctors)*, which is available in the Appendix of this manual. When you sign this document, you are agreeing to exercise necessary precautions and to follow established procedures that will help ensure the security of the content of all test materials.

### 2.3 Establish the Test Setting

In conjunction with your STC, arrange for appropriate physical conditions for testing. Be sure to consider any accommodations that are specified in students' Individualized Education Programs (IEPs). Testing rooms should be quiet, well lighted, and well ventilated.

Crowding should be minimized and the seating arranged to discourage students from copying one another's work. Physical barriers on both sides of the workstations are helpful in deterring students from looking at each other's computer monitors.

Remove from the testing site or cover all curricular materials that might influence student performance. These materials include charts, dry-erase board displays or chalkboard displays, and bulletin board displays of materials related to test content.

You may find it helpful to place a "TESTING: DO NOT DISTURB" sign on the door.

## 2.4 Verify the Use of Proctors and/or Procedures Used if Additional Assistance Is Needed

It is best that you supervise the testing of no more than 25–30 students on your own. If your group is larger, one Proctor present for every 25–30 **additional** students at the testing site is recommended.

Regardless of the size of your group, the STC should have arranged to have another adult within calling distance so that an emergency, such as a student becoming ill, may be handled with minimal disruption.

## 2.5 Be Aware of the Alternate Test Site

The VMAST field tests are not timed. Students who do not finish by the end of the allotted test administration time should be given additional time. Students are **not** allowed, however, to complete the test after leaving, voluntarily or not, for any activity such as lunch or other breaks that would allow interaction with other students or access to any educational materials. Students **must** complete the test in one school day.

Consult with your STC prior to testing to understand the school's plan for students who test beyond the allotted test administration time. Be prepared to move students who have not completed the test to an alternate testing site. Should this become necessary, be sure to maintain the security of secure materials such as Student Authorization Test tickets and scratch paper. Students should not be allowed to discuss the test in any way during this move.

## 2.6 Become Familiar with Special Accommodations

Be sure to consider any accommodations that are specified in the students' IEPs. There are no Braille, large print or audio versions of VMAST. If a student's IEP includes an accommodation for an audio assessment, the field test should be read aloud to the student.

For additional information about assessment accommodations, refer to the *Procedures for the Participation of Students with Disabilities in Virginia's Accountability System*, available at:

[www.doe.virginia.gov/testing/participation/index.shtml](http://www.doe.virginia.gov/testing/participation/index.shtml)

Questions about whether accommodations not listed are permissible for a specific assessment should be directed to the School Test Coordinator or the Division Director of Testing.

## 2.7 Be Familiar with the Directions for Administering the Test

All directions that Examiners must read aloud to the students are in **bold type** so that they stand out from the rest of the text. This text must be read **exactly as written**, using a natural tone and manner.

If a mistake is made in reading a direction, the Examiner should stop and say, **“No, that is wrong. I must read it to you again.”** Then read the direction again.

Other text is for your information and should not be read to students. It is essential that you become familiar with these instructions in this manual **before** test administration and that you follow them exactly as they appear.

Try to maintain a natural classroom atmosphere during the test administration. Encourage students to do their best.

## 2.8 Prepare Students for Online Testing

Before testing, students should become familiar with the available online test tools. It is recommended that students participating in the VMAST field tests be provided an opportunity to practice in an online testing environment. For this practice, students may use the electronic Practice Assessment Tool (ePAT), a stand-alone program that simulates a Web-based VMAST Assessment without using an Internet connection. Except for the process of entering appropriate authentication information (login ID, password, test code), the student will experience the ePAT application in much the same way as a Web-based VMAST assessment.

For specific instructions on use of the ePAT for a simulated VMAST assessment, go to the *VMAST Practice Test Manual* at

[www.doe.virginia.gov/testing/alternative\\_assessments/index.shtml](http://www.doe.virginia.gov/testing/alternative_assessments/index.shtml)

The VMAST Practice Test may be found at the same location.

## 2.9 Review Materials Needed for Online Testing

Individual formula sheets will not be provided for the VMAST *Mathematics* test. If a formula is needed, it will be provided with the item. Also, for the mathematics assessment, students must use a hand-held scientific calculator as scientific calculators are not available online.

### STATE-APPROVED CALCULATORS FOR GRADE 8 MATHEMATICS TEST

#### Approved scientific calculators are:

TI-30Xa Solar School Edition  
CASIO FX-260-School  
Sharp EL 501WBBK  
Sharp EL 501V

The guidelines outlined below should be followed when addressing calculator use on the VMAST *Mathematics* field test:

- Students may only use a state-approved calculator.
- Divisions wishing to use calculators that are not on the state-approved list must receive prior approval from the Virginia Department of Education.
- Students should be familiar with the calculator they are to use. Do not let testing time be the first time a student uses a calculator.
- Either a school-owned or student-owned calculator may be used on the test.

### 3. SPECIFIC DUTIES OF EXAMINERS: DURING TESTING

#### 3.1 General Directions for Administering an Online Grade 8 Test

##### 3.1.1 Receive test materials

On the day of testing, you will receive all materials needed to administer the online tests. The STC will provide you the following materials:

- Student Authorization tickets
- Proctor Authorization ticket (if Read-Aloud session)
- Test Session Roster (optional)
- Appropriate test manipulatives/materials
- Scratch paper

The STC may distribute scratch paper or you may be instructed to provide your own scratch paper for the test session. Be advised that any materials such as patty paper, dry-erase markers, or transparencies that are used to trace images on the computer monitor are **not** permissible in the administration of online tests. All scratch paper distributed whether used or not used must be returned to the STC at the end of testing.

The STC will ask you to initial an *Examiner's/Proctor's Test Ticket Transmittal Form/Affidavit* (available in the Appendix of this manual) or a similar form, verifying your receipt of the test materials. The purpose of these forms is to track the secure materials throughout the test administration period. Be sure to count the number of test tickets you receive from the STC and ensure that you have a test ticket for each student listed on your session roster before you initial the form.

##### 3.1.2 Check students' workstations

Make sure that all computer workstations are clear of books and other materials not needed for the test. Have students place book bags away from the workstations. **Ensure that students have no access to cell phones or other electronic devices during testing.**

##### 3.1.3 Allow students to visit restroom prior to testing

To minimize interruptions during testing, make sure that all students have had an opportunity to visit the restroom and to get a drink of water before you begin the testing session. Students must not be denied the opportunity to visit the restroom during testing. However, such visits must be supervised and students provided no opportunity to interact with other students or access any educational materials.

##### 3.1.4 Provide test manipulatives/materials

Refer to section 2.9 for the correct calculators required for the Grade 8 *Mathematics* test. The STC should provide you with instructions for distributing the test materials. As appropriate, provide students any needed materials or supplies required for accommodations.

### 3.1.5 Understand navigating in TestNav™

Before testing, you should launch TestNav™ on each student's desktop. You should understand how to navigate within TestNav™ so you can assist a student who is having difficulty navigating a test.

#### Login Information

**Find the TestNav™ icon on each student's desktop. Double click on this icon. Wait until the TestNav™ browser is on the computer screen.**

**In the Address area at the top of the screen, enter the URL <http://www11.etest.pearson.com/VAP/> Click on the GO button. You will now be directed to the Login screen.**

Note that the VMAST *Reading* test is divided into sections while the VMAST *Mathematics* test is undivided. Generally a section on the *Reading* test consists of a passage and the associated test questions. The sections of the *Reading* test are designated in the upper right corner of the screen and appear as black diamonds. The diamond for the section that the student currently is in will be blue. Online tests include *Review* screens that display information about whether questions are answered and/or have been marked for review by the student during the test. When a student submits an online test, one of the confirmation boxes indicates the total number of unanswered questions. If the student has not selected an answer for the sample item(s), the display will indicate the unanswered question(s).

### 3.1.6 Monitor student progress

Once students and the test examiner enter the testing room, all instruction and/or review of the content covered by the test must stop. During the test administration, you should monitor the testing process by moving as unobtrusively as possible about the room.

**Examiners/Proctors must focus their attention on monitoring students during testing and may not spend time reviewing test items. (Refer to *Test Security Guidelines* in the Appendix.)**

### 3.1.7 Be prepared to resume a student's test

Verify with your STC the procedures you should follow to resume a test if a student inadvertently exits the test or loses connectivity before submitting the test.

### 3.1.8 Be prepared to answer students' questions

If a student asks a question about a test item during the test, the student should be told, "**Read it carefully and choose the best answer.**" Help must not be given on specific test items and no clues should be given about the correctness of a student's answer to a particular item. **If in doubt, it is better to say that you cannot respond to the student's question rather than risk violating standard procedures.** Test questions may **not** be read to students unless specified by their IEPs.

You may answer students' questions about the mechanics of testing, such as how to navigate to the next question.

If, after testing is complete, a student asks to discuss a question, the Examiner, Proctor, or teacher should remind the student that the test questions cannot be discussed.

### 3.1.9 Be prepared to handle testing irregularities

A testing irregularity is any occurrence that may inappropriately influence a student's performance. Since scores will not be reported for individual students during field testing, many testing irregularities may be resolved locally. Your STC will discuss with you procedures for handling testing irregularities.

**3.2 Specific Directions for Administering the Online VMAST Grade 8 Reading Test**

**SAY Today you will be taking a Grade 8 Reading test. This test has several online tools that have been added that may help you answer test questions.**

**I am going to give each of you your Student Authorization ticket and scratch paper. Do not do anything until I tell you what to do.**

Distribute scratch paper and Student Authorization tickets (test tickets). Remember, all scratch paper distributed whether used or not used must be returned to the STC at the end of testing.

**SAY Look at the Student Authorization ticket, or test ticket. Your name should appear on the test ticket. Please raise your hand if you do not have your test ticket.**

Pause. Make sure all students have their specific test ticket.

**SAY Enter your Login ID, Password, and Test Code exactly as you see them on your ticket; then click the Login button.**

Students and Examiners will be able to see each student's name in the upper left-hand corner and the bottom of the screen. Continue when all students have logged in successfully.

**SAY You should see Sample A on the screen. Do not do anything until I tell you what to do.**

All students should be on Sample A.

**SAY Read the sample passage to yourself.** (If a student's IEP provides a read-aloud accommodation, the passage may be read to the student. In read-aloud situations, **SAY: Read the sample passage to yourself as I read it to you.**)

Pause while students read the passage.

**SAY To move through the test using the mouse, click on the *Next*, *Back*, or *Go to...* buttons at the bottom of each screen. If you do not see the buttons, scroll down using the scroll bar on the right side of the screen. Now that you have finished reading the passage, click the *Next* button at the bottom of the screen.**

Wait for students to click *Next*. Check to see that the students are looking at the correct question.

**SAY Now read the Sample A test question and each answer choice to yourself as I read aloud: "This story is mostly about Mia – (A) working on a project at home... (B) choosing a new art project... (C) winning an art contest."**

**This question has a Hint box telling you to click on the *Exhibit* tool to see the full story. Click on the *Exhibit* tool at the top left-hand corner of the toolbar to see how it works.**

Pause while students click on the *Exhibit* tool. Check to see that students are looking at the sample passage.

**SAY If you do not see all of the passage, use the scroll bar on the screen.**

Allow time to practice returning to the sample question.

**SAY In order to answer this question, you may choose to go back and read the entire passage.**

Each test question will be presented one at a time and will be followed by three possible answers. The computer will allow you to have only one answer selected at a time for each test question.

**SAY** You can use the mouse or keyboard to navigate and select answers. To answer a question using the mouse, position the pointer over the circle next to A, B, or C and click once.

To answer a question using your keyboard, type the letter that matches the answer you wish to select. For example, to select A, type the letter A on your keyboard.

Select the best answer for this question.

Wait for students to select their response.

**SAY** Which answer did you choose?

Pause for replies.

**SAY** The best answer is "C." Choose the letter C using your keyboard or mouse. Are there any questions on how to select an answer on the computer screen?

Answer all questions related to the mechanics of selecting a response or navigating on the screen. Proctors must not answer any questions pertaining to the content of the test items.

**SAY** Click *Next* to see Sample B.

Wait for students to click *Next*.

**SAY** You do not need to read a passage to answer the following question. Read the Sample B sentences to yourself (for students taking a read-aloud form add, "as I read them to you.")

**SAY** There is an underlined highlighted word in the sentences. Now read the question and each answer choice to yourself as I read aloud: "What does the word misplaced mean? (A) lost ... (B) changed... (C) broken." The same word is underlined and highlighted in the question. Select the best answer.

Wait for students to select their response.

**SAY** Which answer did you choose?

Pause for replies.

**SAY** The best answer is "A." Select the letter "A" using your keyboard or mouse. Are there any questions on how to select an answer on the computer screen?

Pause. Answer only questions related to the mechanics of selecting a response or navigating on the screen. Do not answer students' questions about how to answer the sample items correctly.

**SAY** Remember that if there is no passage, just read the question or questions and choose the best answer using your mouse or keyboard.

Do not try to leave the test by closing the window. If you close the window, your test will be ended. You will then need to ask me (or the Proctor) for help to restart your test. This test will have several reading passages with different questions for each passage. Read each passage and each question about the passage. Decide which is the best answer to each question. Each new reading passage will appear by itself on the screen. After you have read the passage and clicked *Next*, the screen may be divided into two

parts. The top part may show a part of the passage, and the lower part may show the question with three answer choices. Each part may have a scroll bar too.

The tools you can use for this test are in the toolbar at the top of your screen. In Sample A, you used the *Exhibit* tool to see the entire passage again. Directions on how to use each tool are in the *Help* menu, which is identified by the question mark: 

**Take a moment to click on the different tools.**

Pause while the students explore using the tools: the eliminate choice, highlighter, eraser, and exhibit tool.

**SAY** At any time during the test, you may use the buttons at the bottom of the screen. You used the *Next* button on Sample A. You may also click on the *Review* button to select that question to review later. When you reach the end of a section, there will be a *Review* screen. It will show you which questions you have not answered and which questions you have marked for review. You may return to any question by clicking on the link to the question.

When you have finished reviewing, click the *Next Section* button on the *Review* screen. You will see a screen that reads, "You are about to continue to the next section." It will also show how many unanswered questions you have. Click *Back* if you want to return to the *Item Review* screen to answer more questions or click *Next* to continue to the next section. You will see the next passage and the next set of questions.

**Take a moment to practice using the tools at the bottom of the screen.**

Pause while the students explore using the navigational tools: *Next*, *Back*, *Reset*, *Review*, and *Go to*.

**SAY** Are there any questions?

Pause. Answer questions related to the mechanics of selecting a response or navigating on the screen. Do not answer students' questions about how to answer the sample item correctly.

Before actual testing starts, make sure the test procedures are very clear and that students understand the mechanics of responding to the test questions.

**SAY** Read and answer all the questions. You may have as much time as you need to finish the questions. You may use your scratch paper at any time. Please raise your hand if you have problems with your computer during the test.

**When you have finished your test, please raise your hand. Do NOT click *Submit* or *Save and Exit* without permission from me (or the Proctor).**

As instructed by the STC, after students have completed the test session, they may remain in the room until all have finished or they may be dismissed individually to class.

**SAY** After your test has been submitted and I have collected your student test ticket and other test materials, [you may sit quietly or read if you wish or you will be dismissed to class and wait for further directions.]

Please consult your STC as to what students may do once they complete their tests and modify these directions as necessary.

**SAY** Remember, after taking the test you should not discuss the test with anyone, including your classmates and teachers. Are there any questions?

Answer only questions related to the mechanics of selecting a response or navigating on the screen. Administration of the test may now begin.

**SAY** At the bottom of this screen, click the *Next* button. You may start working now.

During the test administration, monitor the testing process by moving as unobtrusively as possible about the room. Be sure that students are working independently and do not have access to unauthorized materials. Students should have no access to cell phones, audio players, or any other electronic devices in the testing room while any students are testing.

When a student raises his or her hand and is ready to submit the test, he or she clicks the *Submit* button on the review screen. Two additional confirmation boxes will appear to verify the student's intention to submit the test for scoring. One confirmation box will indicate whether the student has any unanswered questions. If the student did not select an answer for the sample item(s) at the beginning of the test, the display will indicate the unanswered question(s). Once the student completes these additional boxes, the test will be submitted. You should instruct the student to leave the final white screen showing and NOT click on the *Close* button. This prevents students from accessing software applications or the Internet and disrupting those still testing. When all students have completed testing, you may instruct the students to click *Close* to exit TestNav™.

As students finish testing, collect test materials (i.e., Student Authorization tickets, scratch paper) from each individual student. Do not have students pass materials up or down the rows of workstations.

Be sure to account for all test materials, including Student Authorization tickets and scratch paper. The test examiner must ensure that all sheets of scratch paper distributed to each student are collected and accounted for **before** students are moved to an alternate test site or dismissed from the test session. All scratch paper that has been written on must be destroyed in accordance with local policies.

After the test session is over, return all test materials to the STC. Test materials must be kept in a secure location until returned to the STC.

**3.3 Specific Directions for Administering the Online VMAST Grade 8 *Mathematics* Test**

**SAY Today you will be taking a Grade 8 *Mathematics* test. This test has several online tools that have been added that may help you answer test questions.**

**I am going to give each of you your Student Authorization ticket, scratch paper, and a calculator. Do not do anything until I tell you what to do.**

Distribute Student Authorization tickets (test tickets), calculators, and scratch paper. Remember, all scratch paper distributed whether used or not must be returned to the STC at the end of testing.

**SAY Check to be sure your scientific calculator is operating correctly. Be sure you understand which keys to press for the numbers and which keys to press for the operations. A scientific calculator is not available online.**

Pause for students to check calculators.

**SAY Look at the Student Authorization ticket, or test ticket. Your name should appear on the test ticket. Please raise your hand if you do not have your test ticket.**

Pause. Make sure all students have their specific test ticket.

**SAY Enter your Login ID, Password, and Test Code exactly as you see them on your ticket, then click the Login button.**

Students and Test Examiners will be able to see each student's name in the upper left-hand corner and bottom of the screen. Continue when all students have logged in successfully.

**SAY You should see the sample question on the screen. Do not do anything until I tell you what to do.**

All students should be on the sample question.

**SAY Read the sample question to yourself as I read it aloud. "The rectangle is reflected over the y axis. Which transformation below shows this reflection?"**

**The sample test question contains a Hint box telling you to click on the red arrow buttons to see the transformations. Click on the red arrow button below each answer choice to help you decide which is the best answer to the sample question.**

Pause while students click on the red arrow buttons.

**SAY You can use the mouse or keyboard to navigate and select answers. To answer a question using the mouse, place the pointer over the circle next to A, B, or C and click once.**

**To answer a question using your keyboard, type the letter that matches the answer you wish to select. For example, to select A, type the letter A on your keyboard.**

**Select the best answer for this question.**

Wait for students to select their response.

**SAY Which answer did you choose?**

Pause for replies.

**SAY** The best answer is “A”. Choose the letter A using your keyboard or mouse. Are there any questions on how to select an answer on the computer screen?

Answer only questions related to the mechanics of selecting a response or navigating on the screen. Proctors must not answer any questions pertaining to the content of the test items.

**SAY** The questions will show one at a time. You will see the question and three answer choices. You can choose only one answer for each question.

The tools you can use for this test show in the toolbar at the top of your screen. Directions on how to use each tool are in the *Help* menu (identified by the question mark icon ). Take a moment to click on the different tools.

Pause while the students explore using the tools.

**SAY** At any time during the test, you may click on the *Review* button located at the bottom of the screen to select that question to review later. When you reach the end of the test, there will be a *Review* screen. It will show you which questions you have not answered and which questions you have marked for review. You may return to any question by clicking on the link to the question. You may go back to a previous question by clicking the *Back* button or move on to the next question by clicking the *Next* button. Take a moment to practice these tools.

Pause while the students explore using the navigational tools: *Next*, *Back*, *Reset*, *Review*, *Go to*.

**SAY** Are there any questions?

Pause. Answer only questions related to the mechanics of selecting a response or navigating on the screen. Do not answer students' questions about how to answer the sample item correctly.

Before actual testing starts, make sure the test procedures are very clear and that students understand the mechanics of responding to the test questions.

**SAY** Do not try to leave the test by closing the window. If you close the window, your test will be ended. You will then need to ask me (or the Proctor) for help to restart your test.

You should read and answer each question. You may have as much time as you need to complete the test. You may use the scratch paper and calculator and other tools on the toolbar whenever you want.

Please raise your hand if you have any questions or problems with your computer during the test.

When you have finished your test, please raise your hand. Do NOT click *Submit* or *Save and Exit* without permission from me (or the Proctor).

As instructed by the STC, after students have completed the test session, they may remain in the room until all have finished or they may be dismissed individually to class.

**SAY** After your test has been submitted and I have collected your Student Authorization ticket and other test materials, [you may sit quietly or read if you wish or you will be dismissed to class].

Please consult your STC as to what students may do once they complete their tests and modify these directions as necessary.

Remember, after taking the test you should not discuss the test with anyone, including your classmates and teachers. Are there any questions?

Answer only questions related to the mechanics of selecting a response or navigating on the screen. Administration of the online test may now begin.

**SAY At the bottom of this screen click the *Next* button. You may start working now.**

During the test administration, monitor the testing process by moving as unobtrusively as possible about the room. Ensure students are working independently and do not have access to unauthorized materials. Students should have no access to cell phones, audio players, or any other electronic devices in the testing room while any students are testing.

When a student raises his or her hand and is ready to submit the test, he or she clicks the *Submit* button on the review screen. Two additional confirmation boxes will appear to verify the student's intention to submit the test for scoring. One confirmation box will indicate whether the student has any unanswered questions. If the student did not select an answer for the sample item at the beginning of the test, the display will indicate the unanswered question. Once the student completes these additional boxes, the test will be submitted. You should instruct the student to leave the final white screen showing and NOT click on the *Close* button. This prevents students from accessing software applications or the Internet and disrupting those still testing. When all students have completed testing, you may instruct the students to click *Close* to exit TestNav™.

As students finish testing, collect the test materials (i.e., Student Authorization tickets, calculators, scratch paper) from each individual student. Do not have students pass materials up or down the rows of workstations.

Be sure to account for all test materials, including Student Authorization tickets and scratch paper, **before** students are moved to an alternate test site or dismissed from the test session. All scratch paper that has been written on must be destroyed in accordance with local policies.

After the test session is over, return all test materials to the STC. Test materials must be kept in a secure location until they are returned to the STC.

#### 4. SPECIFIC DUTIES OF EXAMINERS: AFTER TESTING

##### 4.1 Return All Test Materials to the STC After Testing Is Completed

At the end of the test session, all test materials must be returned to the STC. This includes Student Authorization tickets, Proctor Authorization tickets (if Read-Aloud session), used scratch paper, the test session roster (optional), and any test manipulatives/materials. Follow your STC's instructions regarding the collection and storage of all materials.

The STC will verify that you have returned all test materials and initialed the "IN" column on the *Examiner's/Proctor's Test Ticket Transmittal Form/Affidavit*.

##### 4.2 Sign the Examiner's/Proctor's Test Ticket Transmittal Form/Affidavit

After the VMAST Grade 8 field tests have been administered and materials are returned to the STC, you are required to certify the following:

1. The tests have been administered according to the directions in the *Examiner's Manual*.
2. Test questions have not been reproduced in any way.
3. No inappropriate test preparation activities have been conducted.
4. Students' responses have not been altered in any way.

For this certification, the STC may provide you and any Proctors or Interpreters (if applicable) an *Examiner's/Proctor's Test Ticket Transmittal Form/Affidavit* or another such transmittal/affidavit to sign.

**THANK YOU**

We appreciate your time and effort in the administration of the VMAST field tests for Grade 8 *Reading* and Grade 8 *Mathematics*.

## APPENDIX

### TEST SECURITY GUIDELINES

Listed below are guidelines to assist those persons involved in the administration of the Virginia Modified Achievement Standards Test (VMAST) in determining what actions may compromise test security.

1. Students must never be exposed to unreleased test items or to the answers to unreleased test items before or following test administration. **Using unreleased test items in any form (including rewording of such test items) is STRICTLY PROHIBITED.** If in doubt whether test items have been released, contact the Division Director of Testing for verification.
2. All persons are prohibited from providing students with the answer to any unreleased test item and from making any suggestion as to how to respond to a test item at any time, whether before, during, or after a test administration. This prohibition includes provision of clues, hints, and/or actual answers in any written, printed, verbal, and/or non-verbal form (including dry-erase boards, chalkboards, charts, and bulletin boards).
3. Examiners should receive test tickets only on the day of testing.
4. Examiners are not to improperly review test items before, during, or after test administration.
5. Copying/printing/photographing **ALL OR ANY PART** of a VMAST assessment or taking notes about the items included on a VMAST assessment is **STRICTLY PROHIBITED.** As stated in the copyrights by the Commonwealth of Virginia Department of Education, testing materials may not be reproduced or used in any form or by any means, electronic or mechanical, including photocopying or recording or by any information storage or retrieval systems.
6. All persons are prohibited from logging into TestNav™ (the Web-based application) posing as a student, current or fabricated, to view any SOL assessments including the VMAST assessments. Only a student whose name appears on a Student Authorization Ticket is permitted to log in and take an online assessment.
7. The tests must be administered strictly in accordance with the instructions outlined in the VMAST assessment manuals. This includes following proper procedures for using test manipulatives. Directions that are to be read to the students must be read exactly as written.
8. No test item that will be scored to obtain students' test results may be used as a sample or practice item for learning how to select responses. Sample items are included in the VMAST assessments to familiarize students with the format of the items and the procedures for selecting their answers.
9. All persons are prohibited from attempting to formally or informally score VMAST assessments.
10. All Examiners, Proctors, or Interpreters using a Proctor Authorization Ticket to administer an online Read-Aloud assessment to students requiring this accommodation are prohibited from answering test questions in the Web-based assessment before, during, or after the administration of the test.
11. All persons are prohibited from changing students' answers to test items whether by providing hints or clues during a test administration, correcting wrong answers during a test administration, or by erasing or correcting answers or responses recorded/selected by the student.
12. All known violations of test security procedures shall be reported by phone, fax, or in writing. Call (804) 225-2102 to report violations by phone. Fax violations to (804) 371-8978. Written reports must be signed by the person making the report, and addressed to the Division of Student Assessment and School Improvement, Virginia Department of Education, P.O. Box 2120, Richmond, VA 23218-2120. The Virginia Department of Education will request an investigation of any test improprieties and implementation of an action plan as necessary. All corrective action plans must be submitted to the Division of Student Assessment and School Improvement.

**Please read legislation passed by the Virginia General Assembly (§22.1–19.1 Actions for violations of test security procedures and §22.1–292.1 Violation of test security procedures: revocation of license) regarding the repercussions of violating test security.**

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## Appendix, continued

Please read legislation passed by the Virginia General Assembly (§22.1–19.1 Actions for violations of test security procedures and §22.1–292.1 Violation of test security procedures: revocation of license) regarding the repercussions of violating test security.

### § [22.1-19.1](#). Action for violations of test security procedures.

A. The Office of the Attorney General, on behalf of the Board of Education, may bring a cause of action in the circuit court having jurisdiction where the person resides or where the act occurred for injunctive relief, civil penalty, or both, against any person who knowingly and willfully commits any of the following acts related to secure mandatory tests required by the Board to be administered to students:

1. Permitting unauthorized access to secure test questions prior to testing;
2. Copying or reproducing all or any portion of any secure test booklet;
3. Divulging the contents of any portion of a secure test;
4. Altering test materials or examinees' responses in any way;
5. Creating or making available answer keys to secure tests;
6. Making a false certification on the test security form established by the Department of Education; or
7. Participating in, directing, aiding or abetting, or assisting in any of the acts prohibited in this section.

For the purpose of this subsection, “secure” means an item, question, or test that has not been made publicly available by the Department of Education.

B. Nothing in this section may be construed to prohibit or restrict the reasonable and necessary actions of the Board of Education, Superintendent of Public Instruction or the Department of Education or their agents or employees engaged in test development or selection, test form construction, standard setting, test scoring, reporting test scores, or any other related activities which, in the judgment of the Superintendent of Public Instruction or Board of Education, are necessary and appropriate.

C. Any person who violates any provisions of this section may be assessed a civil penalty not to exceed \$1,000 for each violation. Furthermore, any person whose administrative or teaching license has been suspended or revoked pursuant to § [22.1-292.1](#) may be assessed a civil penalty for the same violation under this section and the reasonable costs of any review or investigation of a violation of test security.

All civil penalties paid to the Commonwealth pursuant to this section shall be deposited into the Literary Fund.

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## Appendix, continued

Please read legislation passed by the Virginia General Assembly (§22.1–19.1 Actions for violations of test security procedures and §22.1–292.1 Violation of test security procedures: revocation of license) regarding the repercussions of violating test security.

### § [22.1-292.1](#). Violation of test security procedures; revocation of license.

A. The Board of Education may suspend or revoke the administrative or teaching license it has issued to any person who commits any of the following acts knowingly and willfully with the intent to compromise secure mandatory tests administered to students as required by this title or by the Board of Education:

1. Giving unauthorized access to secure test questions;
2. Copying or reproducing all or any portion of any secure test booklet;
3. Divulging the contents of any portion of a secure test;
4. Coaching or assisting examinees during testing or altering test materials or examinees' responses in any way;
5. Making available any answer keys;
6. Failing to follow test security procedures established by the Department of Education;
7. Providing a false certification on any test security form required by the Department of Education;
8. Retaining a copy of secure test questions; and
9. Participating in, directing, aiding, assisting in, or encouraging any of the acts prohibited by this section.

For the purposes of this section, “secure test” means an item, question, or test that has not been made publicly available by the Department of Education.

Nothing in this section shall be construed to prohibit educational personnel from providing input to administrators or other authorized personnel, including school board members and members of the General Assembly, except when done in a manner that violates test integrity or security regarding the accuracy, clarity, or propriety of test items or test administration procedures.

B. Nothing in this section shall be construed to prohibit or restrict the reasonable and necessary actions of the Board of Education, the Superintendent of Public Instruction, or the Department of Education in test development or selection, test form construction, standard setting, test scoring and reporting, or any other related activities which, in the judgment of the Superintendent of Public Instruction or the Board of Education, are necessary and appropriate.

C. Any suspension or revocation imposed for the acts enumerated in this section shall be rendered pursuant to Board regulations promulgated pursuant to the Administrative Process Act (§ [2.2-4000](#) et seq.) and § [22.1-298.1](#), governing the licensure of teachers.

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Appendix, continued

**SCHOOL DIVISION PERSONNEL TEST SECURITY AGREEMENT  
(INCLUDING EXAMINERS/PROCTORS)**

I acknowledge that I will have access to the Virginia Modified Achievement Standards Test (VMAST) for the purpose of administering a VMAST. I also acknowledge that I have read, understand, and agree to adhere to the *Test Security Guidelines* for the VMAST. I understand that these materials are highly secure, and it is my professional responsibility to protect their security as follows:

1. I will not divulge the contents of the test to anyone.
2. I will not improperly review test items, copy, or take notes about any part of the test.
3. I will not allow access to the test materials to any student or to any other person not so authorized by the School Test Coordinator.
4. I will not alter students' responses in any way.
5. I will not provide answers to test items or any other improper assistance to students.
6. If serving as an Examiner for online Read-Aloud test sessions, I will not answer test questions in the Web-based assessment before, during, or after the administration of the test.
7. I understand my Login ID and password for the Virginia VMAST Web-based Assessments are secure and must remain confidential.
8. I have read the legislation passed by the Virginia General Assembly (§ 22.1–19.1 Action for violations of test security procedures and § 22.1–292.1 Violation of test security procedures: revocation of license).
9. I understand that if test security procedures and guidelines are not followed, my license may be suspended or revoked or I may be assessed a civil penalty for each violation.

**Interpreters and all individuals involved in transcriptions of student responses must also read and sign the test security agreement.**

**Please be sure to print, sign, and return the *Test Security Agreement* (from the computer OR manual) to the appropriate test administrator before administering any VMAST.**

Signed: \_\_\_\_\_

Print Name: \_\_\_\_\_

Position: \_\_\_\_\_

School: \_\_\_\_\_

Division: \_\_\_\_\_

Date: \_\_\_\_\_

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Appendix, continued

<b>EXAMINER'S/PROCTOR'S TEST TICKET TRANSMITTAL FORM/AFFIDAVIT</b>
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(Page 1/2)

Division Name: \_\_\_\_\_ School Name: \_\_\_\_\_

Name: \_\_\_\_\_

**Directions**

**School Test Coordinators:** Use the form on the reverse side to sign test tickets out to and in from Examiners/Proctors in your school. Provide your division name and school name.

- 1. List each Examiner's/Proctor's name in column (1).
- 2. List the number of test tickets assigned to each Examiner/Proctor in column (2).
- 3. The Examiner/Proctor should initial the "Out" column when receiving test tickets.
- 4. The STC must initial the "In" column (4) when test tickets are returned. Both the Examiner/Proctor and STC should count or otherwise verify the number of test tickets distributed before initialing this form.

**5. EXAMINER'S/PROCTOR'S AFFIDAVIT**

**After testing is completed, have each Examiner/Proctor read the following statements and sign the "Examiner's/Proctor's Affidavit" column (5) certifying the following:**

- a. I administered the Virginia Modified Achievement Standards Test (VMAST) according to the directions in the *Examiner's Manual*.
- b. I kept all materials secure when in my possession.
- c. I did not conduct any inappropriate test preparation activities with students that would invalidate their performance, disadvantage them, or give them an undue advantage over others.
- d. I did not alter students' responses in any way.
- e. I have read the statements above and understand that I am certifying that they are true by signing the "Examiner's/Proctor's Affidavit" on the reverse side.

(Over)



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