

TCAP

Tennessee Comprehensive Assessment Program



Test Administration Manual

PART ONE

<u>TCAP TNReady</u>	<u>TCAP TNReady</u>	<u>TCAP EOC</u>
<ul style="list-style-type: none">• Algebra I• Algebra II• Integrated Math I• Integrated Math II• Integrated Math III• Geometry	<ul style="list-style-type: none">• English I• English II• English III	<ul style="list-style-type: none">• US History

2015-16 Tennessee Comprehensive Assessment Program Calendar

Assessment Name	Administration	2015–16 Administration Window	
<u>Traditional Schedules</u> TNReady ELA & Math Grades 3-8 and Secondary	Winter – Part I	February 8 – March 4	
	Spring – Part II	April 18 – May 13	
		PAPER	April 25 – May 6
<u>Block Schedules</u> TNReady ELA & Math Secondary	Fall	Part I	November 2 – November 20
		Part II	November 30 – December 18
			PAPER
	Spring	Part I	April 11 – April 29
		Part II	April 25 – May 13
			PAPER
Social Studies Grades 3-8 and U.S. History	EOC Fall Block	Part I	November 2 – November 20
		Part II	November 30 – December 18
	EOC Spring Block	Part I	April 11 – April 29
		Part II	April 25 – May 13
	3-8 & EOC Spring Traditional	Part I	February 8 – March 4
		Part II	April 18 – May 13
			PAPER
Science Grades 3-8 and Secondary	Fall Block	November 30 – December 18	
	3 – 8 & Traditional	April 25 – May 6 (TUE)	
	Spring Block	April 25 – May 10 (FRI)	
K-2 (SAT10)*	Spring	April 25 – May 6	
TCAP-AIt** (NCSC)	Spring	TBD	
ACT	Spring	April 19 (Make-ups May 3, 2016)	
ACT Explore, PLAN	Fall	September 14 – November 6	
ACCESS for English Learners (EL)	Spring	March 7 – April 8 Additional information is posted to wida.us/membership/states/Tennessee.aspx	
NAEP	Winter/Spring	January 25 – March 11 (Tentative)	
PISA	Fall	October 5 – November 13	
EOC/TNReady All Subjects	Summer	TBD	

*(Participation in K-2 is a district choice)

** TCAP includes alternative assessments available to students with disabilities for whom participation in the regular state assessment is inappropriate, even with the use of extensive accommodations.

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SECTION I: TEST SECURITY

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 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 Measures

The State will:

- Establish security guidelines to ensure the integrity of the testing process.
- Implement safeguards to ensure test content security.
- Communicate matters concerning security and test administration through the System Testing Coordinator.
- Provide methods to ensure accurate inventory of test resources and materials at the system and school levels.
- Conduct random visits during testing to ensure test security and consistency of administration.
- Provide Potential Breach of Security Request forms on the department website and in the online report of irregularity platform in EdTools to document local test security concerns.
- Review submitted Potential Breach of Security Requests and follow up as needed.
- Release student-specific test data only to authorized personnel.

State Test Security Guidelines

All Public School Systems, State Special, and Non-Public Schools MUST:

- 1) Adopt a locally monitored test security policy that incorporates, at a minimum, State Test Security Guidelines.
 - This policy should include a Testing Code of Ethics for personnel to sign and leave at the district office for documentation.
- 2) Train all personnel involved and retain training documentation for system records.
 - State Test Security Law
 - State Test Security Guidelines
 - Local policy
 - Test administration procedures
- 3) Implement inventory verification procedures for all paper test materials including modified format and Braille test forms.
 - Restrict handling of any paper test materials to authorized personnel only.
 - Store test materials in a centrally located locked room that is inaccessible to unauthorized personnel.
 - Establish check-in and check-out process and ensure inventory control for each test session as well as at the school and system level during the testing window.
 - Return test materials immediately after each test session and when the entire test session is completed.
 - Secure paper test materials printed for homebound or students with disabilities after the test has been transcribed
- 4) Implement policies and procedures to prohibit all personnel from obtaining knowledge of test items or passages before, during, and after testing.
 - Discussion of the test content or specific test items with students, parents, or professional colleagues is prohibited to protect the validity of the test.
- 5) Create secure, yet positive, environment for testing.
 - Place appropriate signage outside of test setting to limit interruptions (e.g., Do Not Disturb—Testing in Progress).
 - Electronic communication devices (cell phones, pagers, PDAs, tablets) are **NOT** allowed in the test setting.
 - Ensure proper calculator use as outlined in the *Test Administration Manual*, making sure that calculators are cleared before and after administration of each test.
- 6) Confirm each student has logged in using their own online testing ticket for every testing session.
 - A photo ID may be required if administrators are not responsible for normal classroom instruction.
- 7) Require Test Administrators and Proctors to carefully adhere to all test administration and accommodation instructions.
 - Follow appropriate schedules as set by the state, district, and school.
 - Follow appropriate time limits outlined in all test directions.
- 8) Require Test Administrators and Proctors to remain with students and be observant and non-disruptive throughout the testing session.
 - Train Test Administrators and Proctors on appropriate observation protocol:
 - ✓ be aware of student activity during testing
 - ✓ do not read or do other activities that take attention away from students

- ✓ turn off all electronics, including cell phones, iPads, etc.
 - ✓ computers should only be used for accessing the MIST Proctor site
 - Prohibit the coaching of students in any way during State assessments.
 - Ensure students respond to test items without assistance from anyone.
 - Prohibit the reading of test items and passages by anyone other than the students being tested, unless indicated in the test instructions or accommodations.
 - Secure assessment materials (including pilot or field test materials) shall not be read, reviewed, or analyzed at any time before, during, or after test administration.
- 9) Ensure that test items are not reproduced, duplicated, or paraphrased in any way, for any reason, by any person.
- Standard copyright laws must be maintained at all times.
 - Test materials shall not be copied (including taking photos with cell phones, iPads, etc.), filed, or used directly in instructional activities.
 - Specific excerpts or paraphrased portions of the test may not be used for classroom examples or instruction.
- 10) Maintain confidentiality of student-specific accountability demographic information and test results at all times.
- 11) Document test security concerns on a Potential Breach of Security Request form.
- 12) Make sure to report any potential breach of security.

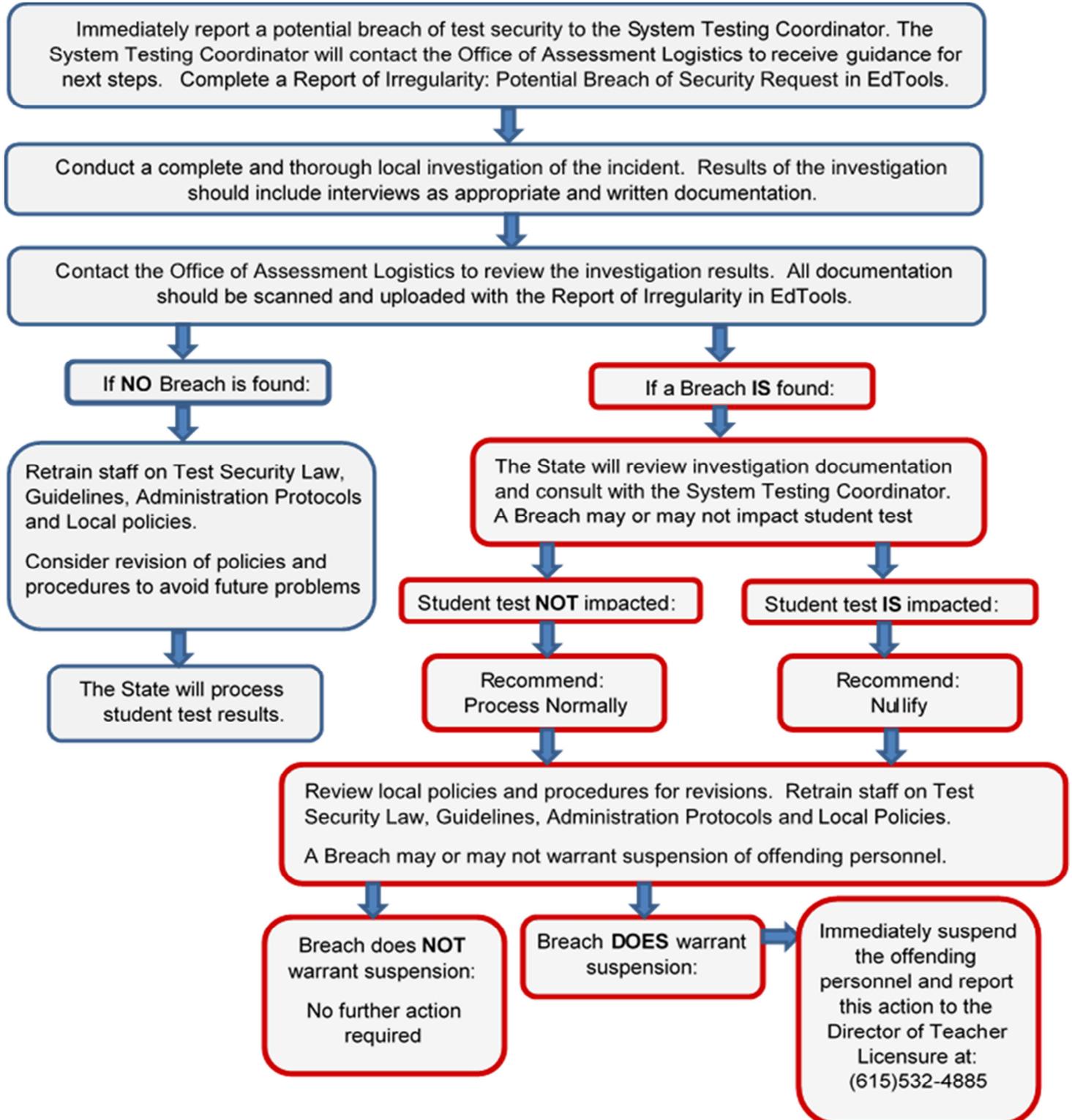
Failure to report a potential breach of security compromises the integrity of the testing process and should be treated as a breach of testing security.

State Test Administration Security Protocols

- Do not allow students to take the same subtest of the same TNReady assessment twice.
- If students are found with ANY electronic devices, including but not limited to cell phones, smartphones, iPods, PDAs etc. during testing OR during breaks, their test score will be nullified. The best practice would be for students to leave devices at home or in their lockers on the day of testing. Alternately, test administrators should collect electronic communication devices prior to testing and return them when all students have submitted their tests. **All personal devices must be turned off** to prevent additional load on your wireless infrastructure.
- If test administrators or proctors are found with ANY electronic devices, including but not limited to cell phones and smartphones, during testing OR at any time when test information is accessible, this violation will be treated as a breach of testing security. The only exception is the desktop or laptop computer being used to administer online testing, which may not be used for other purposes during test administration.
- Students should not be placed in a test session with a test administrator or proctor who is a family member. In addition, with the exception of Home School students in grade 5 (or in special circumstances grades 3 or 4), the parent/guardian **may not** be present in the student's testing room.
- Any monitoring software that would allow test content on student workstations to be viewed or recorded on another computer during testing must be turned off.

Breach of Security Procedures

It is the responsibility of the school system to establish a secure testing environment for all assessments. Open lines of communication should be maintained to encourage suggestions for improvements in testing procedures and for reporting any possible testing impropriety. Upon receipt of any information concerning a possible breach of testing security, school and system administration must initiate an immediate and thorough investigation into the circumstances of the event. Examples of potential breaches may be found in the Tennessee Test Security Law, State Test Security Guidelines and State Testing Administration Security Protocols. The following chart is provided for guidance in handling potential breach of testing security concerns. Questions should be directed to the Office of Assessment Logistics at tned.assessment@tn.gov.

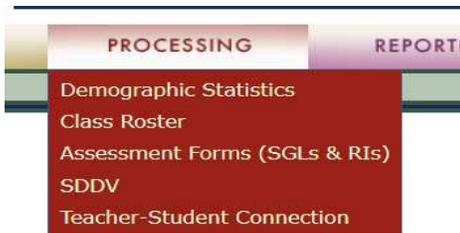


Report of Irregularity: Potential Breach of Security

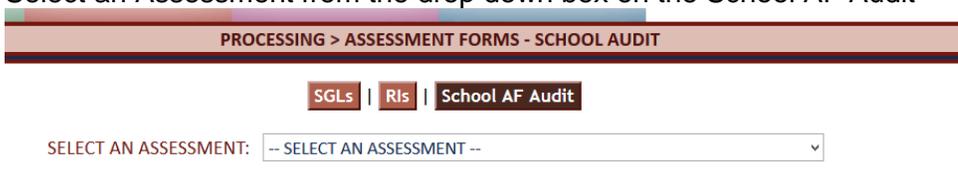
Immediately upon receipt of any information concerning a potential breach of security, the System Testing Coordinator must contact the Executive Director of the Office of Assessment Logistics. School and system administration must initiate an immediate and thorough investigation into the circumstances of the potential breach. The investigation should include written statements of all parties involved, including students if necessary, and any other evidence available to substantiate the claims of a breach in security.

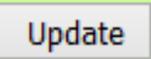
Potential Breach of Security events **MUST** be entered online as a Report of Irregularity in EdTools at <https://tdoe.randasolutions.com> (requires a user name and password).

- To complete the online RI go to “Processing” tab, select “Assessment Forms (SGLs and RIs)



- Select an Assessment from the drop down box on the School AF Audit



- Click on the  button and then Click on the  button.
- The screen will refresh to an RI, see sample on next page.
- Complete all required information including:
 - Select Grade
 - Select Content Area
 - Select H: Breach of Security Request
 - Incident Date
 - Teacher Name – should be the Test Administrator
 - Contact Information – Name and Email address of the person the State should contact to discuss the event.
 - Type of Breach: Student involved or Materials/non-student
 - Test Date
 - Explanation of Testing Security Event – provide as much information as possible
 - Name of Reporter, Phone Number, E-mail address
 - Student info including First/Last Name and State Assigned Unique ID
- Once all required fields have been completed, click the  button at the bottom of the page
- To add documentation go to the top right of the RI form: 

Report of Irregularity: Potential Breach of Security Request, Sample

SGLs | Ris | School AF Audit

RI Serial # After you have saved your RI, you will be able to add attachments

Test:

Grade:

Content Area / Subtest:

- Algebra I
- Algebra II
- Biology I
- Chemistry I
- English I
- English II
- English III
- Geometry
- Math I
- Math II
- Math III
- US History

Test Part:

Sub Test:

This form is to be used only if one of the following irregularities occurred. Please mark the most appropriate that apply below:

- A. A student or a group of students cheated
- B. Test administrator/proctor provided inappropriate assistance to student(s)
- C. A student left or was removed after beginning the test and was unable to complete the test or subtest. Specify reason and number of items completed in documentation below
- D. For timed tests/subtests, time limits were not observed. This includes receiving unauthorized additional time or not enough time, working ahead, or going back to a previously completed subtest
- E. Inactive Test Materials Form: A student completed a test using multiple response documents, defective materials or the test became damaged or contaminated. Ensure that contaminated documents are securely destroyed and include this information in the occurrence documentation on this form. Non-contaminated, damaged or duplicate response documents should be returned with this form. The valid student response document should be returned under the appropriate TAG or GIS for scoring.
- F. A student took the wrong test or subtest. District Testing Coordinator must contact the State for further instructions
- G. Improper test modifications/accommodations were used
- H. Breach of Security Request
- I. Medical Exemption Request
- J. Other reasons. Please specify

Note: **The Breach of Security and Medical Exemption Request Forms are now to be completed online.** The PDF version of the [Breach of Security](#) and [Medical Exemption Request](#) are still available in case you need to print them.

District Name:	School Name:
<input type="text" value="00190 - DAVIDSON COUNTY"/>	<input type="text" value="0020 - ANTIOCH HIGH"/>
	Incident Date: <input type="text" value="11/2/2015"/>
Teacher Info (as on the Group Information Sheet):	Last Name: <input type="text" value="DOE"/>
	First Name: <input type="text" value="JOHN"/>
Contact Information for the State:	Name: <input type="text" value="JOHN DOE"/>
	Email: <input type="text" value="JOHN.DOE@EXAMPLE.COM"/>

Report of Potential Breach

Type of Breach:

- Student involved event
- Materials or non-student event

Test Date:

Explanation of Testing Security Event:

Print the online RI – Potential Breach of Security Request. Retain a copy for your system’s records.

Please click on the tab to view the corresponding report. You can also print the report by clicking on the print icon.

Report of Irregularity	Potential Breach
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TENNESSEE COMPREHENSIVE ASSESSMENT PROGRAM REPORT OF IRREGULARITY

RI Serial #: RI-022806
Test: 2015 Fall TCAP
Grade: 11
Subtest(s): Algebra I
Part: 1

This form is to be used only if one of the following irregularities occurred. Please mark the most appropriate that apply below

- A. A student or a group of students cheated.
- B. Test administrator/proctor provided inappropriate assistance to student(s). Also complete a Breach of Testing Security Report.
- C. A student left or was removed after beginning the test and was unable to complete the test or subtest. Specify reason and number of items completed in documentation below.

While the incident is under investigation, the Potential Breach is available for review and printing. Once the investigation is complete and a determination that a breach has occurred, the state will generate a Breach of Security Report.

Please click on the tab to view the corresponding report. You can also print the report by clicking on the print icon.

Breach of Security	Report of Irregularity	Potential Breach
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Print the online RI – Breach of Security Report. Retain a copy for your system’s records.

At the end of the school year all Breach of Security Reports are reviewed by the state security committee. Breaches are categorized based on the severity of event and intent of the offending personnel as follows:

- Very minor: disciplinary action handled at the local level, personnel receives additional training
- Minor: submission to the State Board for possible reprimand on teacher license
- Major: submission to the State Board for possible suspension of teacher license
- Severe: submission to the State Board for possible revocation of teacher license

Disciplinary action taken at the local level may or may not influence the recommendation of the committee. The Office of Assessment Logistics will communicate with the System Testing Coordinator after the committee meets and notify them of the next steps. Once submitted to the State Board time for review and due process varies.

SECTION II: TEST ADMINISTRATION

Key Terms

- **Part:** indicates the content assessed and the test administration window. For Fall Block 2015, the Part I window is November 2-20 and Part II is November 30-December 18.
- **Subtest:** a subsection within a test administration. For example, the ELA Part I assessments have two subtests of 90 minutes each. Subtests do not have to be administered on the same or consecutive days as long as they are administered within the school's five day window for the content area.
- **Session:** a testing time scheduled in MIST for a specific group of students.

End of Course Testing Policy

Students who are enrolled in an end of course class, regardless of grade level, must take the assessment pertinent to that class (i.e., Algebra I, Algebra II, Geometry, Integrated Math I Integrated Math II, Integrated Math III, U.S. History, Chemistry, Biology I, English I, English II, and English III.)

Only students who are enrolled in a course with an associated End of Course examination shall take the End of Course examination. Students enrolled in a substituting course without an End of Course examination explicitly tied to the State Board of Education-approved curriculum content standards of that course shall not take an End of Course examination. This exemption applies to all substituting courses, including, but not limited to, Advanced Placement, International Baccalaureate, dual enrollment, and dual credit courses.

Scheduling

- Districts will establish a district wide testing schedule to fit the needs of their staffing and facilities.
- Each content area may complete testing sessions for up to five consecutive school days.
- Subtests **do not** have to be taken on the same day or on consecutive school days.
- Breaks between Subtests may be established by the school.
- It is not necessary to test all students of a content area at the same time or on the same day.
- Schools within a district may have unique schedules as long as they fit within the district wide testing window for the content area.
- EL and SPED students may not be tested outside the district/state testing window.
- Notify Office of Assessment Logistics if you need to change your Testing Window.
- Office of Assessment Logistics **MUST** approve new window.
- Maintain current test calendar in EdTools.

Administration Procedures

- Create a secure, positive environment for testing.
 - Turn off all communication devices.
 - Ensure students are seated so that they may not see computer screens for the student directly in front of or next to them.
 - It is **NOT NECESSARY** to conceal or remove instructional or reference materials in the testing area, the classrooms, or hallways. An instructional environment should be maintained during testing windows.
 - **EXCEPTION:** Math tables: addition, subtraction, multiplication and division should be concealed or removed from the testing area during non-calculator Subtest of math assessments for Part II.
- Confirm each student has their own online testing ticket or Pre-id response document.
- Students may have clean, blank scratch and/or graph paper during all Subtests of the assessments. Scratch paper should be collected and securely destroyed.
- Whenever possible there should be a test administrator and a proctor available in the testing environment. Best practice is to schedule students with administrators and proctors who are *not* their regular classroom teacher.
- If a student finishes online testing prior to the scheduled time, they may read or do other quiet activities that are not related to the content area being tested.

System Testing Coordinator's Checklist

NOTE: For detailed instructions on how to use the MIST™ online testing program, review the TNReady MIST Proctor Quick-Start Guide located at <https://tn.misttest.com> or on the Resources tab in EdTools.

Before Testing

- 1. Maintain contact with the Office of Assessment Logistics.
 - A) Update contact information in EdTools at <https://tdoe.randasolutions.com>.
 - (1) office e-mail address
 - (2) office phone number
 - (3) emergency phone number
 - (4) fax number
 - (5) district mailing address
 - (6) district shipping address, if different from mailing address
 - B) Check e-mail frequently for assessment information.
 - C) Distribute appropriate assessment information system-wide.
 - D) Contact the State with local school assessment concerns, as needed.
 - E) Check the Resources tab in EdTools for updates and additional resources often.
- 2. Implement local test security plan and disseminate information system-wide.
- 3. Attend State assessment meetings for System Testing Coordinators.
- 4. Develop testing schedules with school administrators to minimize test security risks and disruption of the regular school day.
- 5. Notify media and appropriate local officials (e.g. Fire Chief, Community Event Planners) of testing schedule to prevent test disruptions.
- 6. Conduct assessment training session for Building Testing Coordinators and other system personnel.
- 7. Implement procedures to ensure all students are assessed and accounted for as required.
- 8. Contact the Office of Assessment Logistics with any questions by filling out a Contact Support Ticket in EdTools.
- 9. For Districts that order Braille:
 - A) Establish secure storage for materials at the district and school level.
 - B) Receive and verify quantities of materials.
 - C) Notify the State immediately if additional materials are needed.

During Testing

- 1. Monitor to ensure schools are following the testing schedule and local test security plan.
- 2. Assist Building Testing Coordinators with problems or emergencies during testing.

After Testing

- 1. Lead all investigations of local test security concerns.
- 2. Review State assessment forms for appropriate use and accurate completion.
 - A) Report of Irregularity (RI)
 - (1) Review RI information online, approve, and submit in EdTools: <https://tdoe.randasolutions.com>. See Section VI: Post Test Procedures.
 - (2) Potential Breach of Security Request
 - a. Initiate an investigation
 - b. Add all documentation to the RI – retain originals at the district office
 - c. See Section I: Test Security for additional details
 - (3) Medical Exemption Request
 - a. Add all relevant medical documentation to the RI – retain originals at the district office
 - b. See Section VI: Post Test Procedures for additional details
 - B) School Group List (SGL)
 - (1) SGLs will be auto-populated for online testing after Part II.
 - (2) SGLs for paper testing are only needed for Science assessments during Part II.
- 3. Completed forms A–B above or any documentation should NOT be returned to Measurement Incorporated.
- 4. Secure any PDF test forms for students with IEP along with student responses after they have been transcribed into MIST and hold at the district office until after scoring.
- 5. Ensure any Braille materials are packed in the original shipping boxes and returned to Measurement, Inc. within 5 business days after testing.

Building Testing Coordinator's Checklist

NOTE: For detailed instructions on how to use the MIST™ online testing program, review the TNReady MIST Proctor Quick-Start Guide located at <https://tn.misttest.com>.

Before Testing

- 1. Assist System Testing Coordinator in setting testing calendar and ordering materials.
- 2. Attend training session for Building Testing Coordinators.
- 3. Coordinate with Principal to ensure that the school calendar provides an appropriate test setting free of disruptions (e.g., no field trips, assemblies, building/grounds maintenance, visitors).
- 4. Disseminate testing schedule, test security plan, and other testing information to school personnel and parents/guardians.
- 5. Conduct test administration and security training for Test Administrators and Proctors and provide documentation to System Testing Coordinator.
- 6. Ensure all Test Administrators have access to the *Test Administration Manual* and the TNReady MIST Proctor Quick-Start Guide.
 - A) The *Test Administration Manual* may be viewed or printed from:
<http://www.tn.gov/education/topic/tools-and-resources>.
 - B) The TNReady MIST Proctor Quick-Start Guide may be viewed or printed from:
<https://tn.misttest.com>.
 - C) You may also find copies of both resources in the Documents section of the MI portal or the Resources tab of EdTools.
- 7. Make sure Braille and PDF test forms are kept secure prior to testing.
- 8. Monitor to verify the building and each test setting are appropriately prepared.
 - A) For Math assessments: Math tables should be concealed or removed.
 - B) Seating is arranged to ensure students work without assistance from others.
- 9. Ensure all students have been scheduled for test sessions and that accessibility features and accommodations have been appropriately assigned.

During Testing

- 1. Monitor to enforce the local test security plan and test schedule.
 - A) Ensure that all electronic communication devices are turned off and collected.
 - B) Conduct spot checks of test settings.
 - C) Assist Test Administrators and Proctors with emergencies during testing.
 - D) Ensure Test Administrators and Proctors do not read test items or texts unless indicated in test instructions or accommodations.
 - E) Notify System Testing Coordinator and/or Principal of any suspected testing security concerns.
- 2. Work with school administration to minimize test disruptions (e.g., announcements, bells, lunch schedule).
- 3. Maintain security of Braille and PDF test forms before and after test sessions.

After Testing

- 1. Complete online assessment forms in EdTools.
 - A) Complete and submit Reports of Irregularity.
 - B) Make a copy of any documentation and retain for school use.
 - C) Place original documentation in an envelope for return to the System Testing Coordinator.
- 2. Ensure proper transcription of Braille and/or PDF responses, if applicable; into the MIST testing software (see Section IV Assessment Accessibility and Accommodations).
- 3. Package Braille materials for return shipment to Measurement, Inc.

Test Administrator's Checklist

NOTE: For detailed instructions on how to use the MIST online testing program, review the TNReady MIST Proctor Quick-Start Guide located at <https://tn.misttest.com>.

Before Testing

- 1. Attend Test Administrator training session.
- 2. Incorporate the school test schedule into class planning.
- 3. Announce the test dates to students and parents/guardians, and discourage scheduling appointments that would conflict with the testing sessions.
- 4. Explain the purpose of the test to the students.
- 5. Review the *Test Administration Manual* and, if appropriate, the TNReady MIST Proctor Quick-Start Guide.
 - A) The *Test Administration Manual* may be viewed or printed from: <http://www.tn.gov/education/topic/tools-and-resources>. You may also find a copy in the Documents section of the MI portal or the Resources tab in EdTools.
 - B) The TNReady MIST Proctor Quick-Start Guide may be viewed or printed from: <https://tn.misttest.com>. You may also find a copy in the Resources tab in EdTools.
- 6. Identify students needing Accessibility Features, Accommodations for Students with Disabilities, English Learner Accommodations, EL Exclusion, and/or modified format tests (see Section IV, Assessment Accessibility and Accommodations).
- 7. Provide reference sheets to students and familiarize them with appropriate methods for making responses using any Accessibility Features or Accommodations for Students with Disabilities.
- 8. Identify and make arrangements for students needing scheduled medical assistance to receive care that will allow them to participate uninterrupted throughout the testing session.
- 9. Make sure that all students are entered into MIST and scheduled for a test session. See the MIST Proctor Quick-Start Guide at <https://tn.misttest.com> for instructions on how to add students, if needed, for students who were not pulled in Pre-ID.
- 10. Prepare the test setting.
 - A) Arrange the test setting to ensure students work without any assistance from others.
 - B) Turn off and collect all electronic devices prior to testing.
- 11. Ensure appropriate testing materials are available for each testing session.
 - A) Computer with the MIST application installed
 - B) No. 2 pencils with erasers
 - C) Two blank sheets of paper for student use (blank or graph)
 - D) Watch or clock with second hand
 - E) Materials required for student accommodations or modified format tests
 - F) *Test Administration Manual*
 - G) Appropriate reference sheets
 - H) TNReady MIST Proctor Quick-Start Guide
- 12. **Do not read** or discuss test contents with anyone before testing.

During Testing

- 1. Post a “DO NOT DISTURB” sign at the entrance of the testing site.
- 2. Make sure that the Test Administrator and/or Proctor has necessary information to contact the Building Testing Coordinator and/or Technology Coordinator in case of student emergencies or technical issues during testing.
- 3. Ensure all electronic communication devices are turned off and collected.
- 4. Provide a clean testing space for each student and remove all extraneous items (e.g., food, beverages, candy, backpacks, purses, textbooks, notebooks).
- 5. Verify each student has logged in using their own online testing ticket for every testing session.
- 6. Confirm each student has appropriate materials for each test session.
 - A) No. 2 pencils
 - B) Blank or graph paper
 - C) Highlighter (optional)
- 7. Instruct students on appropriate methods for taking the test:
 - A) Students should read the test content carefully.
 - B) Students should write only on the topic given.
 - C) Students should watch for careless errors.
 - D) Students should use the blank paper or graph paper distributed to them.
- 8. Ensure students understand directions for taking the test (see Section III, Directions for Administrators).
 - A) Encourage students to respond to the questions.
 - B) Make sure students respond to the test without help from anyone.
 - C) Do not provide assistance that could indicate an answer.
- 9. Administer the test, observing all time limits and start/stop commands.
- 10. Remain with the students and be observant and non-disruptive throughout the testing session.
- 11. Manage test disruptions to ensure the validity of test results.
 - A) Test disruptions must be avoided.
 - B) Students who **must** temporarily leave during the testing session **must not** have access to reference materials. Administrator should pause the student test on the MIST proctor site and document the time.
 - C) Applicable time limits must be enforced, 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.
 - D) Document incidents on RI, as appropriate.
- 12. If the school schedule permits, administer the Student Survey portion of the test (see Section III, Directions for Administrators, Administering the MIST TNReady Assessment – Directions for Administrators for each content area group). Instruct the students to select their responses in MIST.

NOTE: For security purposes, this survey **MUST** be administered to students at the end of the testing session. It cannot be administered to students at any other time. The survey is untimed. Time needed to complete the survey is not included in state testing times and should not take away from student testing time.

After Testing

- 1. Notify the Building Testing Coordinator immediately of any suspected testing security concerns.
- 2. Verify that all appropriate demographic information has been filled out.
 - A) For students who did not participate due to illness, medical exemption, EL exclusion, relocation, etc., ensure that the appropriate Non-Participant code or State Use Only code is selected. For detailed instructions on how to use the MIST online testing program, review the TNReady MIST Proctor Quick-Start Guide located at <https://tn.misttest.com>.
 - B) Ensure that all student scratch paper has been collected.
- 3. Transcribe any responses from Braille or Homebound tests into the MIST testing system (see Section IV Assessment Accessibility and Accommodations).
- 4. Follow school policy for the completion of all assessment forms (see Section VI, Post-Test Procedures).
- 5. Complete RIs as needed on EdTools at <https://tdoe.randasolutions.com> including Potential Breach of Testing Security Requests and Medical Exemption Requests.
- 6. Return all student scratch paper to the Building Testing Coordinator to be securely destroyed.
- 7. Apply the appropriate Non-Participant codes to preregistered students who did not take one or more tests as follows:
 - A) ABSENT – a student was absent during the entire testing window.
NOTE: The “Absent” Non-Participant code in the MIST online testing system must not be selected for students who are present but refuse to test or who leave during the test administration. A blank or partially completed test must be submitted for students who are present but refuse to test or who leave during the test administration. An RI may be completed if appropriate.
 - B) DUPLICATE RECORD – there is more than one record of a student. If a student record is assigned this Non-Participant code in MIST, it will be marked for deletion.
 - C) EL EXCLUDED – a student meets the EL requirements for being excluded from testing in English Language Arts. Student will be reported as “EL Excluded.”
 - D) STUDENT MOVED – a preregistered student moved away from this school. If a student record is assigned this Non-Participant code in MIST, it will be marked for deletion.
 - E) NOT ENROLLED – this student is not enrolled at the school.
 - F) INCORRECT TEST/GRADE – student was assigned a test in the wrong subject area.
 - G) PENDING RI APPROVAL – a Report of Irregularity has been submitted for this student (generally Medical Exemption or ‘Did not Attempt’).
 - H) STUDENT TESTED ALT PA – Student will participate in the TCAP Alternative Assessment and is not participating in the general assessment.
 - I) NOT SCHEDULED – Student is enrolled in the school but not scheduled to test this administration.

NOTE: All students who do not take one or more scheduled tests MUST be assigned a Non-Participant code for each test not administered. School and District assessments cannot be submitted for processing if there are scheduled students with incomplete tests. Use of Non-Participant codes is mandatory. For more information on using Non-Participant codes in the MIST online testing system, review the TNReady MIST Proctor Quick-Start Guide at <https://tn.misttest.com>.

Finalizing a Scheduled Test

For TCAP TNReady and Social Studies Operational testing, Building Testing Coordinators will be required to finalize the scheduled test administrations for each content area at each school.

When **all** students have finished a content area and the test status is Complete, the Building Testing Coordinator must finalize the test administration to submit the testing data for processing and reporting. To finalize a content area, complete the following steps.

1. Log in to the MIST Proctor Website and select **Tests** on the left menu. The Test Activity page lists all of the scheduled tests associated with your proctor account.
2. Type part of the test name in the Search field at the top of the page. Test names matching the search criteria will be listed under Tests in the search results window. *–or–*

To filter by status, select the (Showing...) [All Tests](#) link and check/uncheck the boxes to choose Complete Tests. Scheduled tests matching the filter criteria will be listed.



3. Select the name (in blue) of the content area you want to finalize. The Tester Activity page for the selected test will appear.
4. On the Tester Activity page, select the **Finalize Test** button at the top of the page to open the Confirm Finalization of Test dialog box.



If the test status is not Complete, a message box (Unable to Finalize Test) will be displayed with unfinished tester and roster information.

5. If any students need to take the test after finalization, select **Reopen Test** and **OK** to change the test status from Finalized to Open.
6. To finalize another scheduled test, repeat steps 1 through 5.

STUDENT DEMOGRAPHIC INFORMATION

The only demographic information displayed in MIST is:

- USID (Unique Student Identification Number)
- First and Last Name
- Date of Birth
- Grade
- Gender

All other demographic information will be collected and updated in EdTools (<https://tdoe.randasolutions.com>). Improvements have been made in EdTools to enable quicker editing of student information for SDDV and TSC, including editing multiple students. Details will be included in the Part II Test Administration Manual (TAM).

Incorrect or incomplete information will result in inaccurate student data, will delay test processing, and may have a negative impact on final reports. Ensure student demographic information is accurate during SDDV.

Procedures for Completing Student Demographic Information

The following instructions are for completing demographic information for students who were **NOT** uploaded into MIST through the Pre-ID process.

1. **NAME:** Type the student's full legal name (LAST, FIRST, and MIDDLE INITIAL) in the spaces provided. If there is not enough space for a name, type only as many letters as space allows.
2. **UNIQUE STUDENT ID (USID) NUMBER:** Type the student's State Assigned Unique Student Identification Number that is obtained through EIS. If the number is fewer than nine digits, use leading zero(s).

Alternative Identification Numbers for Public School Students and Alternative School

Students: If a student does not have a USID in EIS, **DO NOT USE SSN or PIN** from district student management system. Create an Alternative ID in following format:

- 9 + **3-digit system #** + 00001 to 99999 (Ex.: 912300012)

The school of remand must maintain a record of the assigned USIDs for Alternative School Students.

Alternative Identification Numbers for Non-Public School Students: DO NOT USE Social Security Number (SSN) in the *Unique Student ID* (USID) field. Because non-public students do not have EIS-generated USIDs, an Alternative Identification Number must be used. Use the following format to create an Alternative ID number:

- 9 + **5-digit RANDA processing #** + 001 to 999 (Ex.: 912345001, 912345002, etc.)

Non-public schools must keep up with the assigned USIDs.

Alternative Identification Numbers for Home School Students

Home School students must use nine-digit USID numbers. Home School students **may not** use Social Security numbers in the *Unique Student ID* (USID) field. Home School students who came from a public school may have an EIS-generated USID and this should be used whenever possible. For Home School students who do not have EIS-generated USIDs, an Alternative Identification Number must be used. Use the following format to create an Alternative ID number:

- **3-digit system #** + 981 + 001 to 999. (Ex.: 130981001, 130981002, etc.)

Systems must keep up with the assigned USIDs.

3. **BIRTH DATE:** Type the student's birth date in the spaces provided. If the day or month is a single-digit number, precede it with a zero (0).
4. **GRADE:** Select the option corresponding to the student's grade level.
5. **GENDER:** Select the appropriate option.
6. **ABSENTEE STATUS:** The Absent Non-Participant code must be selected only if the student is absent during the entire testing window. The Absent Non-Participant code must **not** be selected for students who are present but refuse to test or students who leave during the test administration without completing the test. If the student makes up the test, remove the Absent Non-Participant code.
7. **NON-PARTICIPANT CODES:** A Non-Participant code may be applied to a student who was preregistered to test at your school, but did not take one or more tests. Below is a list of all available Non-Participant codes:
 - A) **ABSENT** – a student was absent during the entire testing window.
NOTE: The "Absent" Non-Participant code in the MIST online testing system must not be selected for students who are present but refuse to test or who leave during the test administration. A blank or partially completed test must be submitted for students who are present but refuse to test or who leave during the test administration. An RI may be completed if appropriate.
 - B) **DUPLICATE RECORD** – there is more than one record of a student. If a student record is assigned this Non-Participant code in MIST, it will be marked for deletion.
 - C) **EL EXCLUDED** – a student meets the EL requirements for being excluded from testing in English Language Arts. Student will be reported as "EL Excluded."
 - D) **STUDENT MOVED** – a preregistered student moved away from this school. If a student record is assigned this Non-Participant code in MIST, it will be marked for deletion.
 - E) **NOT ENROLLED** – this student is not enrolled at the school.
 - F) **INCORRECT TEST/GRADE** – student was assigned a test in the wrong subject area.
 - G) **PENDING RI APPROVAL** – a Report of Irregularity has been submitted for this student (generally Medical Exemption or "Did not Attempt").
 - H) **STUDENT TESTED ALT PA** – Student will participate in the TCAP Alternative Assessment and is not participating in the general assessment.
 - I) **NOT SCHEDULED** – Student is enrolled in the school but not scheduled to test this administration.

NOTE: All students who do not test MUST be assigned a Non-Participant code. School and District assessments cannot be submitted for processing if there are scheduled students with incomplete tests. Use of Non-Participant codes is mandatory. For more information on using Non-Participant codes in the MIST online testing system, review the TNReady MIST Proctor Quick-Start Guide at <https://tn.misttest.com>.

PROCEDURES FOR TESTING HOMEBOUND STUDENTS

Testing of Homebound students must be addressed in each student's educational plan. Accessibility Features may be used. Accommodations for Students with Disabilities may be used if the student meets the required conditions.

- Special attention must be given to test security.
- Student must be tested during the system's designated testing dates.
- The Homebound student must be coded at his/her school of remand.
- The State recommends that the MIST testing system be downloaded onto a school laptop and that the Homebound teacher take the laptop to the student's home and administer the test there. If necessary, the school/district should provide a WiFi hotspot to make this possible; the student should not be required to provide an internet connection.
- If testing via laptop is not possible, the Homebound teacher will print out a PDF copy of the test. This PDF may only be obtained by contacting the Office of Assessment Logistics. You may request a PDF of the assessment for one or more Homebound students. Upon completion of the printed test, a school official will transcribe the response verbatim into the MIST testing system. **There should be two adults present during any transcription of student responses.** To transcribe a student response into MIST, proctors must log in to the MIST testing system as that student, transcribe each response verbatim into the appropriate section in MIST, and submit the student's test. Please follow the instructions in the MIST Proctor Quick-Start Guide for information on how to log in as a student and enter a student's response.

NOTE: Before transcribing a student's response into MIST, ensure that the student is assigned form A1 for the appropriate subject in MIST. If a student is assigned any other forms (e.g. A2, A3, A4), the items will not match up with the PDF document and transcription will therefore not be possible. Please follow the instructions in the MIST Proctor Quick-Start Guide for information on how to review and change a student's test form in MIST.

- Students may use the blank sheets of paper provided by the test administrator. These activities may only occur during the allotted time for testing.
- The printed copy of the test and all note paper and graph paper used by students must be securely destroyed upon completion of this test.
- Upon completion of a printed test, a school official will transcribe the response verbatim into the MIST testing system.
- The scribe must be a licensed or certificated employee of the district. Any person providing the scribing accommodation must be an adult non-relative of the student. The transcription must be verified by a second school official to ensure that no errors occurred. Proctors may verify the transcription. The same individual should transcribe the entire response.
- Upon completion of the transcription, the PDF copy of the test is destroyed by the building testing coordinator. The student response may be securely maintained until after scoring and reporting following local security protocols.

PROCEDURES FOR TESTING STUDENTS THAT REQUIRE TEXT PRINTED TEST BOOKLET PER IEP

Testing of students requiring a text printed test booklet must be addressed in each student's educational plan. Accessibility Features may be used. Accommodations for Students with Disabilities may be used if the student meets the required conditions.

- Special attention must be given to test security.
- Student must be tested during the system's designated testing dates.
- The test administrator will print out a PDF copy of the test. This PDF may only be obtained by contacting the Office of Assessment Logistics. You may request a PDF of the assessment for one or more students. Upon completion of the printed test, a school official will transcribe the response verbatim into the MIST testing system. **There should be two adults present during any transcription of student responses.** To transcribe a student response into MIST, proctors must log in to the MIST testing system as that student, transcribe each response verbatim into the appropriate section in MIST, and submit the student's test. Please follow the instructions in the MIST Proctor Quick-Start Guide for information on how to log in as a student and enter a student's response.

NOTE: Before transcribing a student's response into MIST, ensure that the student is assigned form A1 for the appropriate subject in MIST. If a student is assigned any other forms (e.g. A2, A3, A4), the items will not match up with the PDF document and transcription will therefore not be possible. Please follow the instructions in the MIST Proctor Quick-Start Guide for information on how to review and change a student's test form in MIST.

- Students may use the blank sheets of paper provided by the test administrator. These activities may only occur during the allotted time for testing.
- The printed copy of the test and all note paper and graph paper used by students must be securely destroyed upon completion of this test.
- Upon completion of a printed test, a school official will transcribe the response verbatim into the MIST testing system.
- The scribe must be a licensed or certificated employee of the district. Any person providing the scribing accommodation must be an adult non-relative of the student. The transcription must be verified by a second school official to ensure that no errors occurred. Proctors may verify the transcription. The same individual should transcribe the entire response.
- Upon completion of the transcription, the PDF copy of the test is destroyed by the building testing coordinator. The student response may be securely maintained until after scoring and reporting following local security protocols.

PROCEDURES FOR TESTING STUDENTS THAT REQUIRE BRAILLE TEST BOOKLETS PER IEP

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 system's designated testing dates.
- A Braille kit containing the Braille booklet, a sighted version of the Braille booklet, test administrator notes, and transcription instructions will be sent to your school system.
- Upon completion of the test, a school official will transcribe the response verbatim into the MIST testing system. Refer to the transcription instructions provided in the Braille kit.
- **There should be two adults present during any transcription of student responses.** To transcribe a student response into MIST, proctors must log in to the MIST testing system as that student, transcribe each response verbatim into the appropriate section in MIST, and submit the student's test. Please follow the instructions in the MIST Proctor Quick-Start Guide for information on how to log in as a student and enter a student's response.

NOTE: Before transcribing a student's response into MIST, ensure that the student is assigned the Braille form for the appropriate subject in MIST. If a student is assigned any other forms (e.g. A1, A2, A3, A4), the items will not match up with the Braille test and transcription will therefore not be possible. Please follow the instructions in the MIST Proctor Quick-Start Guide for information on how to review and change a student's test form in MIST.

- The scribe must be a licensed or certificated employee of the district. Any person providing the scribing accommodation must be an adult non-relative of the student. The transcription must be verified by a second school official to ensure that no errors occurred. Proctors may verify the transcription. The same individual should transcribe the entire response.
- Upon completion of the transcription, the sighted version of the Braille test booklet must be destroyed by the building testing coordinator. The student response may be securely maintained until after scoring and reporting following local security protocols.

PROCEDURES FOR TESTING ALTERNATIVE SCHOOL STUDENTS

Transferring to an Alternative School is NOT considered a break in continuous enrollment at the remanding school. If a student would be coded as continuously enrolled had he/she not been transferred to the Alternative School, that student will still be coded as continuously enrolled with Membership = 1. Students enrolled in Alternative Schools during the 2015-16 TCAP TNReady Assessments can test via the MIST online testing software at either their Alternative Schools or Schools of Remand.

- If a student was present in EIS at his/her School of Remand by October 9, 2015 (and met EIS pull requirements), his/her demographic information will be pre-loaded into the MIST online testing system **at his/her School of Remand.**
- Test Administrators at the School of Remand must use the MIST Proctor website to move Alternative students from their school to the Alternative school. The procedure is outlined in the TNReady MIST Proctor Quick-Start Guide at <https://tn.misttest.com>.
- At the end of the testing window, test administrators at the Alternative school must use the MIST Proctor website to move Alternative students from the Alternative school to their school of remand. The procedure is outlined in the TNReady MIST Proctor Quick-Start Guide at <https://tn.misttest.com>.
- Alternative schools will have their own login for MIST.
- Students who are moved will be available to the new school **on the following business day.**
- Alternative School Students who were not pre-loaded into the MIST online testing system at their School of Remand must be manually added to their School of Remand by a Test Administrator at the School of Remand through the MIST Proctor site.
 - A) Test administrators at the Alternative school should contact the School of Remand so the student is added and then moved to the Alternative school using the MIST Proctor site.
 - B) When a Test Administrator-added student is moved to the Alternative school, the student will still appear on the School of Remand student list; however, no tests will be assigned to the student and the student will no longer appear on any School of Remand rosters.
 - C) For information on how to manually add students in the MIST online testing system, review the TNReady MIST Proctor Quick-Start Guide at <https://tn.misttest.com>.
 - D) Test Administrators at an Alternative school **should not** add students in the MIST Proctor site. Since Alternative schools cannot process assessments, these students MUST be assigned to their School of Remand under that school's MIST proctor login. For information on testing students at Alternative schools, review the TNReady MIST Proctor Quick-Start Guide at <https://tn.misttest.com>.

TNREADY CALCULATOR POLICY FOR MATHEMATICS

The TNReady Calculator Policy is based on two central beliefs:

- 1) Calculators are important tools and, in order to be ready for career and college, students need to understand how to use calculators effectively, and
- 2) In order to demonstrate mastery of the mathematics standards, students must demonstrate many skills without reliance on calculators.

Therefore, at all grade levels and in all courses, TNReady will include both calculator permitted subtests and calculator prohibited subtests.

- Part I will allow calculator use at all grade levels.
- Part II will include a calculator permitted subtest and a calculator prohibited subtest at all grade levels.

The following considerations will shape how items are assigned to each subtest:

- Questions based on standards that require students to perform calculations in order to arrive at an answer will appear on the calculator prohibited subtest of the assessment. For example, 5.NF.A.1 expects students to add/subtract fractions with unlike denominators.
- Other questions may be based on standards where a calculation is a means to demonstrating other understanding. In this case, a student's error could be based on a misconception or a miscalculation, which would color the evidence of what is intended by the assessment. For example, 6.G.A.1 expects students to find area of composite figures and the calculations performed should not be a barrier for students demonstrating understanding of how to determine the area. This would be an example of questions that would appear on the calculator permitted subtest.
- Questions based on standards like 3.G.A.1 which ask students to recognize examples of quadrilaterals may appear on either the calculator permitted or calculator prohibited subtest.

Calculator Specifics

- It is the responsibility of the Test Administrator to ensure the regulations outlined in this policy 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 permitted calculator at any grade level on a calculator-permitted subtest. For calculator-permitted subtests of TNReady, students may use the online calculator or a handheld calculator provided by the school/district or one owned personally. **Students may use either or both during the test.**
- Students should have access to no more than one handheld calculator device for calculator-permitted subtests of TNReady.
- Students will have access to practice with the same calculator functionalities that will be available on the operational assessment on both the item sampler and the practice tests.

Handheld Calculator Types

Students may use any four-function, scientific, or graphing calculator, which does not include any of the prohibited functionalities. Please note: this is not an exhaustive list of calculator types, and students should be familiar with particular functions at the appropriate grade level.

Examples of Permitted functionalities:

- Square root ($\sqrt{\quad}$)/Square key (x^2 and/or x^y)
- Graphing capability
- Matrices
- Trigonometric functions (sine, cosine, tangent)
- Logarithm (log and/or ln) and exponential functions (a^x and/or e^x)
- Pi (π)
- Data entry
- Regression

Examples of permitted calculators:

- TI-30
- Sharp EL344RB
- TI-NSpire (non-CAS) and TI-NSpire-CX (non-CAS)
- Casio FX260
- TI-84 plus family

Below are calculator functionalities and examples of calculators that are prohibited on TNReady:

Calculator functionalities that are prohibited:

- Any calculator with CAS (computer algebra system) capabilities (including any programs or applications)
- Wireless communication capability
- QWERTY keyboard
- Cell phones, tablets, iPads, etc.

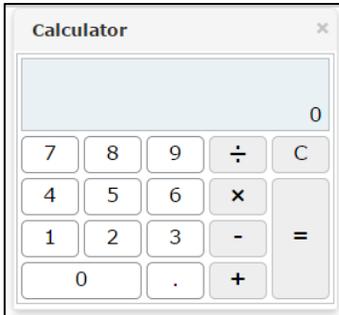
Examples of prohibited calculators:

- TI-89
- HP-40G
- TI-NSpire (CAS version)
- Casio CFX-9970

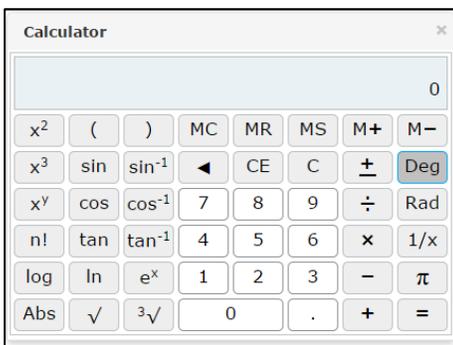
Online Calculator Types

The 3 calculators that will be available are designed after the Windows calculator and the TI calculator series so that students would be very familiar with their functionality. We cannot customize them due to these specifications.

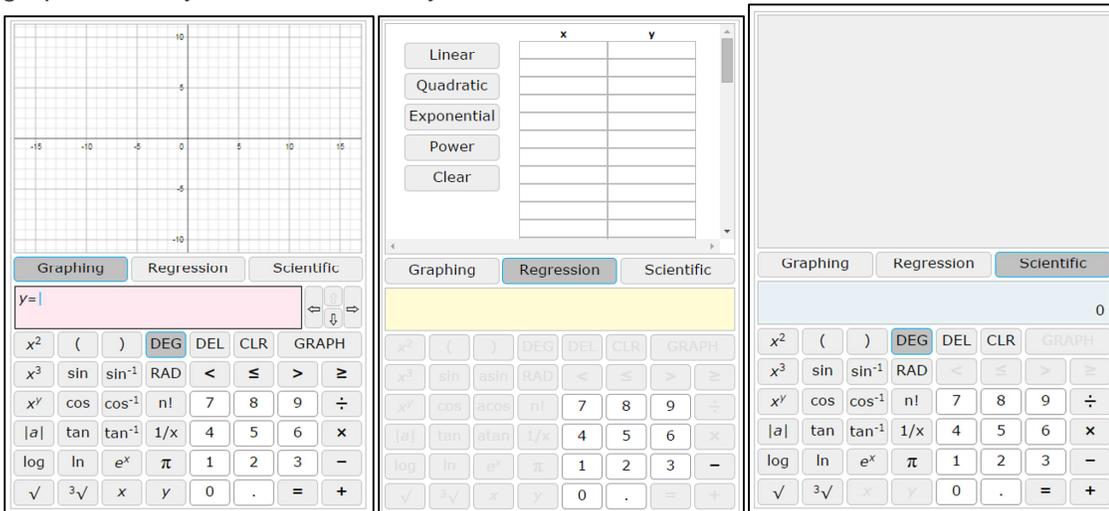
Basic - grades 3-5. Handles basic functions: addition, subtraction, multiplication and division.



Scientific – grades 6-8. Handles basic scientific and trigonometric functions; including sine, cosine, tangent and hyperbolic functions. Features: degree and radian calculations, powers and roots, M+, M-, MR and MC memory operations, parenthesis to specify order of operations, exponential and logarithmic functions and factorials.



Graphing - high school grades. Includes functions of the basic and scientific calculator. Handles calculus, engineering, trigonometric, and financial functions. Features advanced statistics and regression analysis, graphical analysis, and data analysis.



Math Tables

As stated in the TNReady calculator policy, the rationale for using calculators at all levels is as follows:

“Calculators are important tools and, in order to be ready for career and college, students need to understand how to use calculators effectively”.

Allowing students to use operational tables in place of calculators undermines this rationale.

Further, there are standards which explicitly require students to look for patterns within operational tables. For example, standard 3.OA.D.9 requires students to “identify arithmetic patterns (including patterns in the addition table or multiplication table), and explain them using properties of operations”. Having a complete multiplication or addition table available could potentially provide a student with an unfair advantage answering questions targeted to standards such as the one listed above.

Therefore, the use of operational tables in place of a calculator will not be permitted on TNReady.

SECTION III: DIRECTIONS FOR ADMINSTRATORS:

Administering the TNReady Part I Assessments

- Prior to administering the test, verify that each student's demographic information has been entered correctly and completely:
 - USID (Unique Student Identification Number)
 - First Name
 - Last Name
 - Date of Birth
 - Grade
 - Gender
- Using the proctor login screen, the Test Administrator should verify that each student is registered to test in the correct content area and is logged in under his/her correct login information.
- Distribute two sheets of blank paper (or, for math, graph paper) to each student.
- Ensure that each student has two No. 2 pencils.
- Verify that **all** electronic communication devices have been turned off and collected.
- Select the appropriate testing time for the content area:

Course	Part 1
Algebra I	90 minutes
Algebra II	90 minutes
Integrated Math I	90 minutes
Integrated Math II	90 minutes
Integrated Math III	90 minutes
Geometry	90 minutes

US History	90 minutes
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Part 1 English tests are divided into two subtests		
Course	Part 1, Subtest 1	Part 1, Subtest 2
English I	90 minutes	90 minutes
English II	90 minutes	90 minutes
English III	90 minutes	90 minutes

Schools and districts have great flexibility in how breaks in ELA testing are scheduled.

For English assessments, they can choose to:

- Take a 20 minute break between Subtests 1 and 2.
- Test Subtest 1 in the morning and Subtest 2 in the afternoon of the same day.
- Test Subtest 1 one day and Subtest 2 any subsequent day within the five day window.

If testing both ELA subtests in one session, allow students to take a break from testing between the two subtests.

- For information on how to pause students in MIST following the first session and resume testing in MIST prior to the second session, follow the instructions for Pausing and Resuming a Tester (During a Test Session) in the TNReady MIST Proctor Quick-Start Guide at <https://tn.misttest.com>.

Following are directions for administering the TNReady Assessments. Please note that there are four separate sets of directions, based on the course content being assessed:

1. Algebra I, Algebra II, and Geometry
2. Integrated Math I, Integrated Math II, and Integrated Math III
3. English I, English II, and English III
4. US History

DIRECTIONS FOR TEST ADMINISTRATORS:

1. TNREADY ALGEBRA I, ALGEBRA II, AND GEOMETRY ASSESSMENTS

- READ ALOUD the following teacher directions that are printed in **BOLD PRINT**.

Click “**START TEST**” in the top right-hand corner of your computer screen. You should see a screen titled “**How to Navigate through the Test.**” Read through the information on this screen. **DO NOT** move past this screen until I tell you to do so.



How to Navigate through the Test



If you cannot see the complete text on your computer screen, use the scroll bar on the right of your computer screen to move up and down, or use the scroll bar at the bottom of your computer screen to move from left to right.



Click the flag if you do not know the answer to a question or are unsure of the answer you have chosen. This will make it easier for you to return to those questions before finishing your test. You do not have to answer a question before moving to the next question.

The **Previous** button will allow you to return to the previous screen. Click the **Review** button to view a list of all unanswered, answered, and flagged items. When you have completed the test, click **Finish**. If you click **Finish**, you can still return to the test by clicking **Return to Test**. To begin, click **Next** above.

(Pause while students read.)

Administrators and/or proctors should walk around the room to ensure that students are on the correct screen.

Are there any questions?

Click “NEXT” and read the page titled “How to Use the Accessibility Features”. Read through the information on this screen. DO NOT move past this page until you are instructed to do so.

How to Use the Accessibility Features

- Click the magnifying glass with the plus sign to zoom in (make the text bigger).
- Click the magnifying glass with the minus sign to zoom out (make the text smaller).
- Click the highlighter to use the highlighting feature.
- You may take notes during the test. Click the notepad to enter notes for each passage and question.
- If reference materials are available, you can click the reference materials tool to view the information.

For multiple-choice questions, you can cross out or eliminate some

Walk around the room to ensure that students do not navigate past this screen before being told to do so.

When the students are ready, read the directions aloud as the students read silently.

Today you will be taking the (insert appropriate course here, **Algebra I, Geometry, Algebra II**) **TNReady Assessment. This test contains constructed-response items and selected-response items in** (insert appropriate course here, **Algebra I, Geometry, Algebra II**).

You MAY use a calculator for all questions in this test.

There are some important things to remember as you complete the assessment:

- **Read each question carefully and think about the best way to answer it.**
- **Type your response using the computer at which you are sitting.**
- **You may use the scratch paper provided to you for notes, but only responses typed into MIST will be scored. You are not required to use the scratch paper. You may use the notepad feature in MIST if you prefer. Be aware that any work that you do on the scratch paper or on the MIST notepad will not be scored. However, any time you spend using scratch paper or the MIST notepad is included in the total testing time for this test.**
- **If you do not know the answer to a question, skip it and go on to the next question. You may return to it later if there is time.**

Are there any questions about taking the test?

You may answer any questions about the testing procedures. When students are ready, say:

Click “NEXT” in the top right-hand corner of your computer screen. You will see Sample A – a constructed-response item. Click “NEXT” again, you will see Sample A’s answer. Click “NEXT” again, you will see Sample B – a selected-response item. Click “NEXT” again, you will see Sample B’s answer. Click “NEXT” and you will see the first question and the space provided to type your response. You have a total of 90 minutes to complete this test. I will tell you when you have five minutes remaining. If you finish the test early, you may return to previous questions which were skipped or make changes to your responses. After you submit your test, you may complete the 8 question survey that follows the test.

Your test starts now.

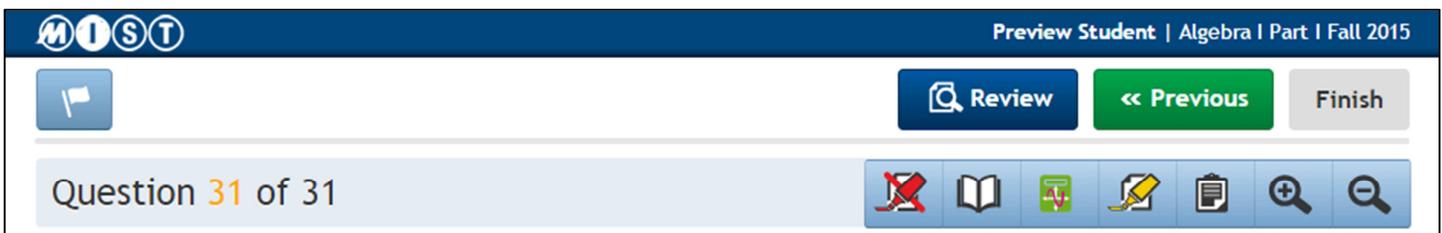
Record the starting time, MIST does not monitor the student test time.

When five minutes remain, say:

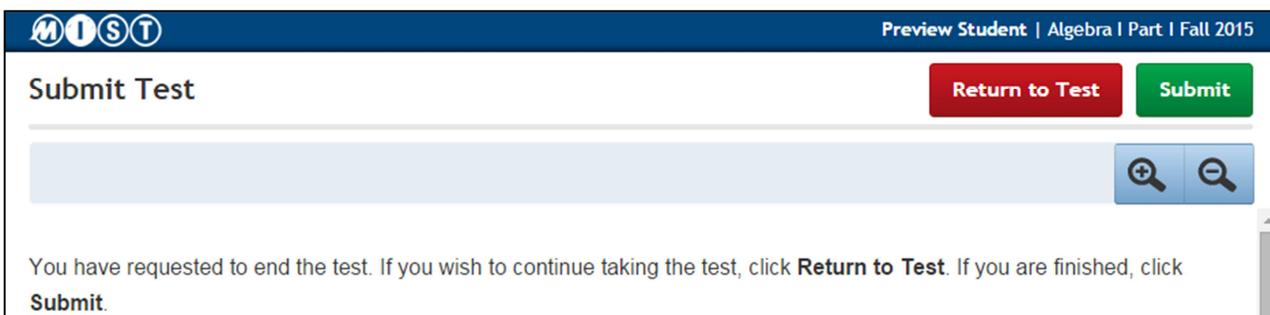
You have five minutes to complete this test.

At the stopping time, say:

Please stop testing. If you are not currently on the screen showing the last question, go to that screen. Click “Finish” to submit your test.



You should see a message on the right side of your computer screen that reads, “If you are ready to submit your test, click the Finish button.” Click “Finish.” You should see a message that says, “You have requested to end the test. If you wish to continue taking the test, click Return to Test. If you are finished, click Submit.” Click “Submit.” You should be on the screen showing the first survey question.



If time permits, you may lead the students through answering the survey questions. The survey questions are not required. Students may skip them by clicking “NEXT” at the top of the screen without answering the questions.

Move around the room to make sure students are on the screen showing the first survey question.

When the students are ready, read the directions aloud.

There are 8 questions on this survey. This survey is not timed. You may answer the survey questions as I read them aloud. I will read each survey question and all answer choices once. When you decide which answer is best, click on the letter next to the answer you have chosen. After you answer a survey question, click “NEXT” at the top of your screen to move on to the next question.

When the students are ready, read the survey questions below. The Test Administrator must read each question and all answer choices once. The Test Administrator may explain or clarify the survey questions.

1. How easy was it to type math signs and numbers for your answers?

- a. Very easy
- b. Easy
- c. Hard
- d. Very hard

2. How easy was it to use the onscreen calculator?

- a. Very easy
- b. Easy
- c. Hard
- d. Very hard
- e. I didn't use the onscreen calculator.

3. Did you use a handheld calculator?

- a. Yes
- b. No

4. How easy was it to skip and go back to a question?

- a. Very easy
- b. Easy
- c. Hard
- d. Very hard
- e. I didn't skip and return to any questions.

5. How easy was it to use the graph to plot points for your answers?
- a. Very easy
 - b. Easy
 - c. Hard
 - d. Very hard
 - e. I didn't have to use the graph to plot points for any answers.
6. Did you have enough time to finish this test?
- a. I finished early.
 - b. I finished on time.
 - c. I had to rush to finish.
 - d. I did not finish.
7. What did you think about this test?
- a. It was harder than my other math tests at school.
 - b. It was about the same as my other math tests at school.
 - c. It was easier than my other math tests at school.
 - d. I am unsure because it was so different than my other math tests at school.
8. Did any of the following happen during your test? Choose all that apply.
- a. The computer stopped working.
 - b. The computer worked slowly.
 - c. I had a hard time dragging or moving things on the screen.
 - d. I had a hard time making changes to my answers
 - e. None of these happened to me.

You have completed the "Student Survey".

Click "Finish" to submit your test. You should see a message on the right side of your computer screen that reads, "If you are ready to submit your test, click the Finish button." Click "Finish." You should see a message that says, "You have requested to end the test. If you wish to continue taking the test, click Return to Test. If you are finished, click Submit." Click "Submit." You should see a message that says,
Congratulations.

Your test has been submitted.

Click Logout to end your test session. Click "Logout."

DIRECTIONS FOR ADMINISTRATORS:

2. TNREADY INTEGRATED MATH I, INTEGRATED MATH II, INTEGRATED MATH III ASSESSMENTS

- READ ALOUD the following teacher directions that are printed in **BOLD PRINT**.

Click “**START TEST**” in the top right-hand corner of your computer screen. You should see a screen titled “**How to Navigate through the Test.**” Read through the information on this screen. **DO NOT** move past this screen until I tell you to do so.



How to Navigate through the Test



If you cannot see the complete text on your computer screen, use the scroll bar on the right of your computer screen to move up and down, or use the scroll bar at the bottom of your computer screen to move from left to right.



Click the flag if you do not know the answer to a question or are unsure of the answer you have chosen. This will make it easier for you to return to those questions before finishing your test. You do not have to answer a question before moving to the next question.

The **Previous** button will allow you to return to the previous screen. Click the **Review** button to view a list of all unanswered, answered, and flagged items. When you have completed the test, click **Finish**. If you click **Finish**, you can still return to the test by clicking **Return to Test**. To begin, click **Next** above.

(Pause while students read.)

Administrators and/or proctors should walk around the room to ensure that students are on the correct screen.

Are there any questions?

Click “NEXT” and read the page titled “How to Use the Accessibility Features”. Read through the information on this screen. DO NOT move past this page until you are instructed to do so.

<< Previous Next >>

How to Use the Accessibility Features

-  Click the magnifying glass with the plus sign to zoom in (make the text bigger).
-  Click the magnifying glass with the minus sign to zoom out (make the text smaller).
-  Click the highlighter to use the highlighting feature.
-  You may take notes during the test. Click the notepad to enter notes for each passage and question.
-  If reference materials are available, you can click the reference materials tool to view the information.

 For multiple-choice questions, you can cross out or eliminate some

Walk around the room to ensure that students do not navigate past this screen before being told to do so.

When the students are ready, read the directions aloud as the students read silently.

Today you will be taking the (insert appropriate course here, **Integrated Math I, Integrated Math II, Integrated Math III**) **TNReady Assessment. This test contains constructed-response items and selected-response items in (insert appropriate course here, Integrated Math I, Integrated Math II, Integrated Math III)**

You MAY use a calculator for all questions in this test.

There are some important things to remember as you complete the assessment:

- Read each question carefully and think about the best way to answer it.
- Type your response using the computer at which you are sitting.
- You may use the scratch paper provided to you for notes, but only responses typed into MIST will be scored. You are not required to use the scratch paper. You may use the notepad feature in MIST if you prefer. Be aware that any work that you do on the scratch paper or on the MIST notepad will not be scored. However, any time you spend using scratch paper or the MIST notepad is included in the total testing time for this test.
- If you do not know the answer to a question, skip it and go on to the next question. You may return to it later if there is time.

Are there any questions about taking the test?

You may answer any questions about testing procedures. When the students are ready, say:

Click “NEXT” in the top right-hand corner of your computer screen. You will see Sample A – a constructed-response item. Click “NEXT” again, you will see Sample A’s answer. Click “NEXT” again, you will see Sample B – a selected-response item. Click “NEXT” again, you will see Sample B’s answer. Click “NEXT” again; you will see the first question and the space provided to type your response. You have a total of 90 minutes to complete this test. I will tell you when you have five minutes remaining. If you finish the test early, you may return to previous questions which were skipped or make changes to your responses. After you submit your test, you may complete the 8 question survey that follows the test.

Your test session starts now.

Record the starting time, MIST does not monitor the student test time.

When five minutes remain, say:

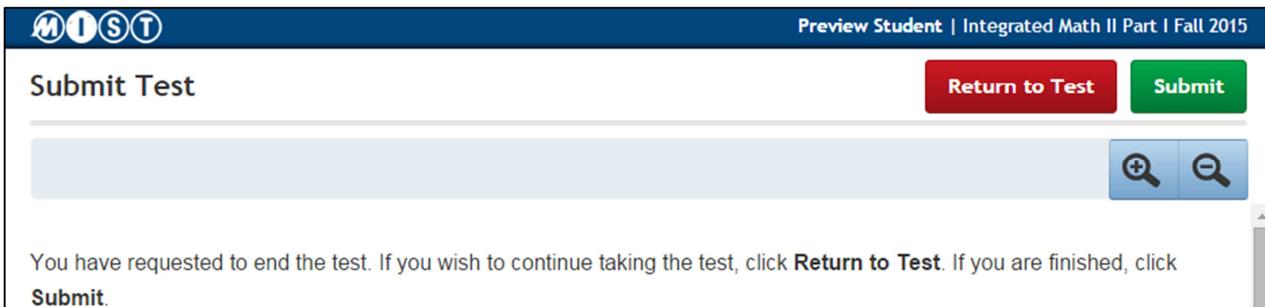
You have five minutes to complete this test.

At the stopping time, say:

Please stop testing. If you are not currently on the screen showing the last question, go to that screen. Click “Finish” to submit your test.



You should see a message on the right side of your computer screen that reads, “If you are ready to submit your test, click the Finish button.” Click “Finish.” You should see a message that says, “You have requested to end the test. If you wish to continue taking the test, click Return to Test. If you are finished, click Submit.” Click “Submit.” You should be on the screen showing the first survey question.



If time permits, you may lead the students through answering the survey questions. The survey questions are not required. Students may skip them by clicking “NEXT” at the top of the screen without answering the questions.

Move around the room to make sure students are on the screen showing the first survey question.

When the students are ready, read the directions aloud.

There are 8 questions on this survey. This survey is not timed. You may answer the survey questions as I read them aloud. I will read each survey question and all answer choices once. When you decide which answer is best, click on the letter next to the answer you have chosen. After you answer a survey question, click “NEXT” at the top of your screen to move on to the next question.

When the students are ready, read the survey questions below. The Test Administrator must read each question and all answer choices once. The Test Administrator may explain or clarify the survey questions.

1. How easy was it to type math signs and numbers for your answers?

- a. Very easy
- b. Easy
- c. Hard
- d. Very hard

2. How easy was it to use the onscreen calculator?

- a. Very easy
- b. Easy
- c. Hard
- d. Very hard
- e. I didn't use the onscreen calculator.

3. Did you use a handheld calculator?

- a. Yes
- b. No

4. How easy was it to skip and go back to a question?

- a. Very easy
- b. Easy
- c. Hard
- d. Very hard
- e. I didn't skip and return to any questions.

5. How easy was it to use the graph to plot points for your answers?
- Very easy
 - Easy
 - Hard
 - Very hard
 - I didn't have to use the graph to plot points for any answers.
6. Did you have enough time to finish this test?
- I finished early.
 - I finished on time.
 - I had to rush to finish.
 - I did not finish
7. What did you think about this test?
- It was harder than my other math tests at school.
 - It was about the same as my other math tests at school.
 - It was easier than my other math tests at school.
 - I am unsure because it was so different than my other math tests at school.
8. Did any of the following happen during your test? Choose all that apply.
- The computer stopped working.
 - The computer worked slowly.
 - I had a hard time dragging or moving things on the screen.
 - I had a hard time making changes to my answers
 - None of these happened to me.

You have completed the "Student Survey".

Click "Finish" to submit your test. You should see a message on the right side of your computer screen that reads, "If you are ready to submit your test, click the Finish button." Click "Finish." You should see a message that says, "You have requested to end the test. If you wish to continue taking the test, click Return to Test. If you are finished, click Submit." Click "Submit." You should see a message that says,

Congratulations.

Your test has been submitted.

Click Logout to end your test session. Click "Logout."

DIRECTIONS FOR ADMINISTRATORS:

3. TNREADY ENGLISH I, ENGLISH II, ENGLISH III ASSESSMENTS

- READ ALOUD the following teacher directions that are printed in **BOLD PRINT**.

Click “START TEST” in the top right-hand corner of your computer screen.



You should be on the screen titled “How to Navigate through the Test.” Read through the information on this screen. **DO NOT** move past this screen until I tell you to do so.



How to Navigate through the Test

 If you cannot see the complete text on your computer screen, use the scroll bar on the right of your computer screen to move up and down, or use the scroll bar at the bottom of your computer screen to move from left to right.

 Click the flag if you do not know the answer to a question or are unsure of the answer you have chosen. This will make it easier for you to return to those questions before finishing your test. You do not have to answer a question before moving to the next question.

Split Screen: Some of the screens in this test are split into two screens, with a text appearing in the left screen and an item appearing in the right screen. There is a scroll bar on the right side of the left screen that you can move up or down to see all of the text. To expand the text to one full screen, click the gray tab at the top right of the left screen.

The **Previous** button will allow you to return to the previous screen. Click the **Review** button to view a list of all unanswered, answered, and flagged items. When you have completed the test, click **Finish**. If you click **Finish**, you can still return to the test by clicking **Return to Test**. To begin, click **Next** above.

(Pause while students read.)

Administrators and/or proctors should walk around the room to ensure that students are on the correct screen.

Are there any questions?

Now click “NEXT” and look at the page titled “How to Use the Accessibility Features.” Read through the information on this screen. DO NOT move past this page until you are instructed to do so.

[« Previous](#) [Next »](#)

How to Use the Accessibility Features

-  Click the magnifying glass with the plus sign to zoom in (make the text bigger).
-  Click the magnifying glass with the minus sign to zoom out (make the text smaller).
-  Click the highlighter to use the highlighting feature.
-  You may take notes during the test. Click the notepad to enter notes for each passage and question.
-  If reference materials are available, you can click the reference materials tool to view the information.
-  For multiple-choice questions, you can cross out or eliminate some

Walk around the room to ensure that students do not navigate past this screen before being told to do so.

When the students are ready, read the directions aloud as the students read silently.

Today you will be taking the (insert appropriate course here English I, English II, English III) TNReady Assessment. This assessment is made up of two subtests; they are each labeled “Question 1 of 1”.

There are some important things to remember as you complete the assessment:

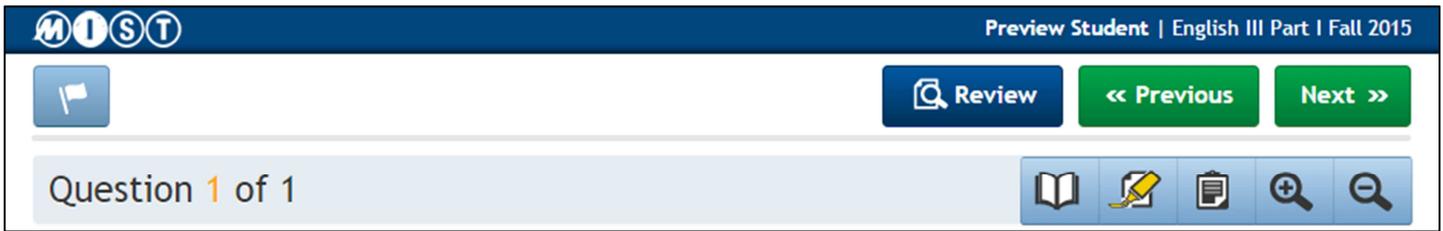
- **Read each question or prompt carefully and think about the best way to answer it.**
- **Type your response using the computer at which you are sitting.**
- **Write only about the texts and prompts you are given.**
- **You may use the scratch paper provided to you for notes, but only responses typed into MIST will be scored. You are not required to use the scratch paper. You may use the notepad feature in MIST if you prefer. Be aware that any work that you do on the scratch paper or on the MIST notepad will not be scored. However, any time you spend using scratch paper or the MIST notepad is included in the total testing time for this subtest.**
- **Your essays will be scored as rough drafts, but you should watch for careless errors.**

Are there any questions about taking the test?

You may answer any questions about the testing procedures.

When students are ready, say:

Click “NEXT” in the top right-hand corner of your computer screen. You will see the first passage set and the first task and the space provided to type your response.



You have a total of 90 minutes to complete subtest 1. If you finish subtest 1 early, you **MAY NOT** move onto subtest 2. I will tell you when you have five minutes remaining.

Your first session starts now.

Record the starting time, MIST does not monitor the student test time.

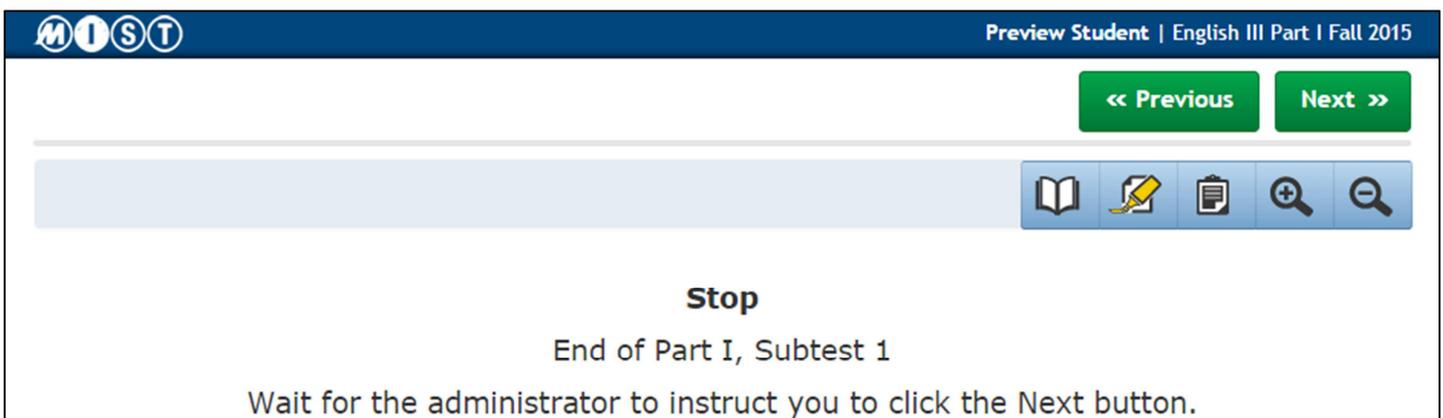
Move around the room to make sure students have found the passage set and Question 1.

When five minutes remain, say:

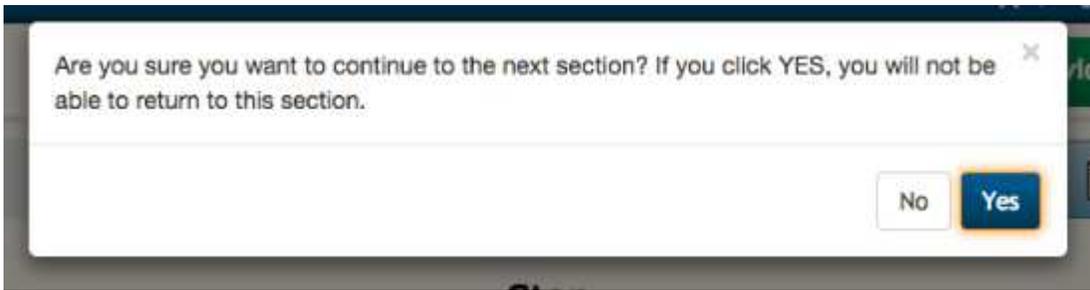
You have five minutes left to complete this subtest.

At the stopping time, say:

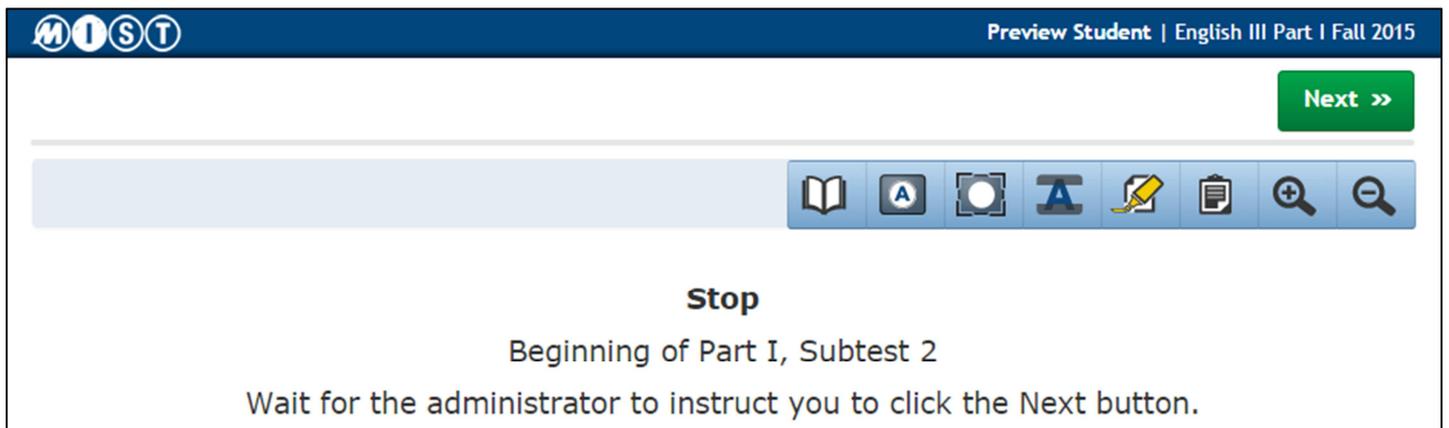
Please stop working and click NEXT. You will see a message to end this subtest.



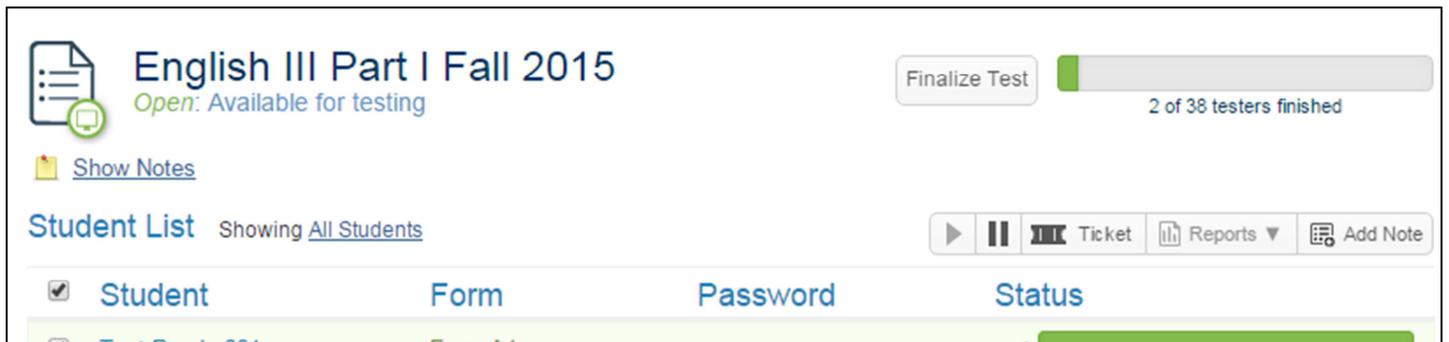
Click NEXT again. You will receive a message to go to the next section. Click YES.



Students will refresh to the beginning of subtest 2. Make sure students **do not click NEXT** until you have paused their tests.

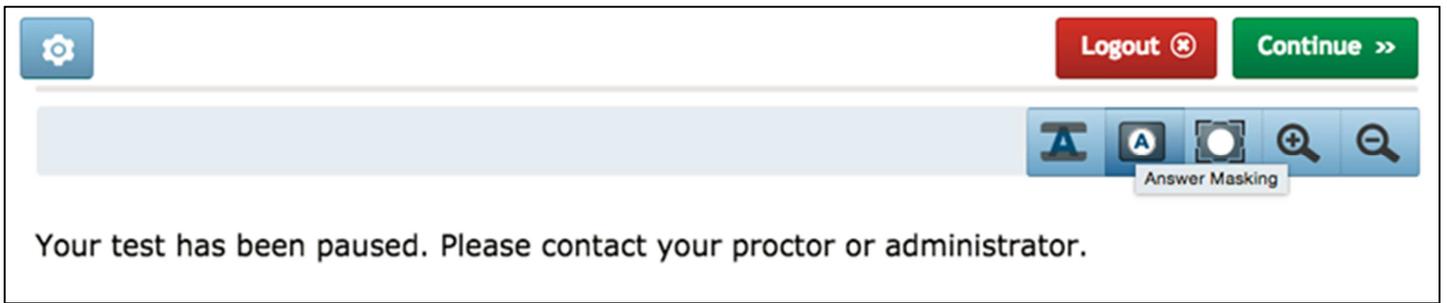


Pause the test for each student. Click in the box next to Student in the header of the student list to select all students. Click Pause.



When you have paused the tests say: **I have paused your tests, click NEXT.**

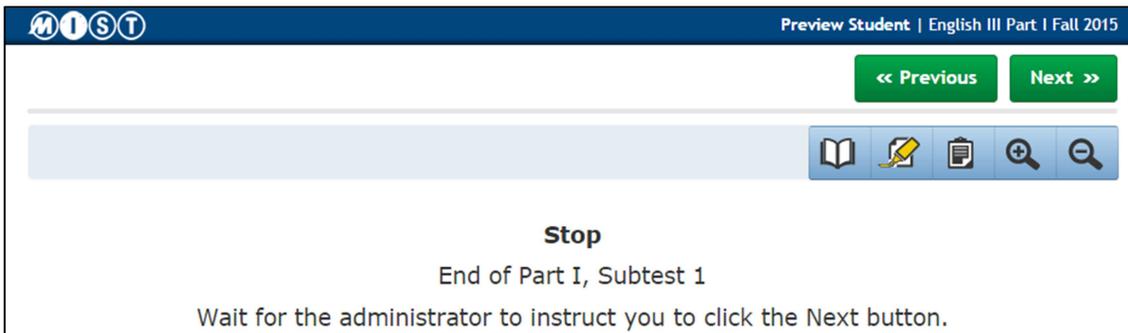
The screen will now say your test has been paused.



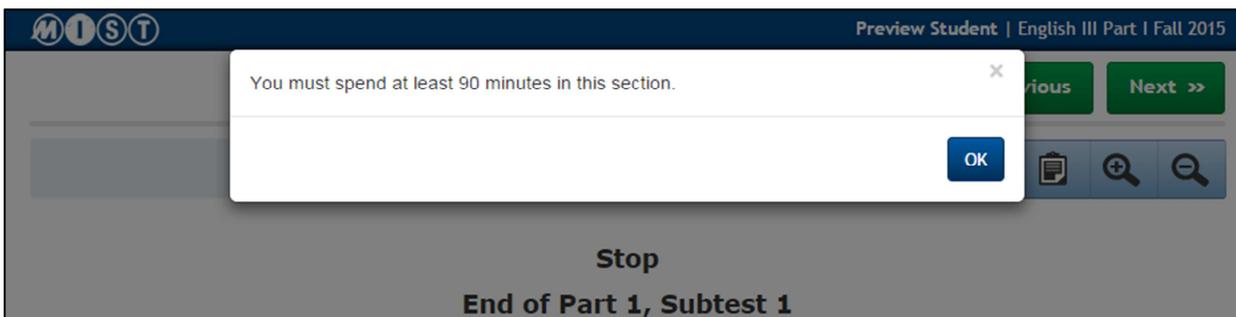
When students have clicked NEXT say: **Click Logout to close the MIST kiosk.**

Do not pause a student's test from the MIST Proctor website until the 90 minutes for first subtest has elapsed.

- * If a student completes the first subtest before the 90 minutes has elapsed, instruct the student to review their answers with the remaining time. Once a student has completed the test, tell the student to click NEXT. The student will receive a STOP notification.



- * DO NOT pause a student's test until the full 90 minutes has elapsed.
- * If a student click's NEXT from the STOP page, the student will receive a message



- * Once the 90 minutes has elapsed, the test may be paused. Subtest 2 may be started according to your school schedule.
- * If the first subtest is paused before the 90 minutes has elapsed, subtest 2 will not start until the remaining time has elapsed. For example, the test is paused at 70 minutes, when the test is restarted for subtest 2 the student will remain in subtest 1 for 20 minutes before they can begin subtest 2.

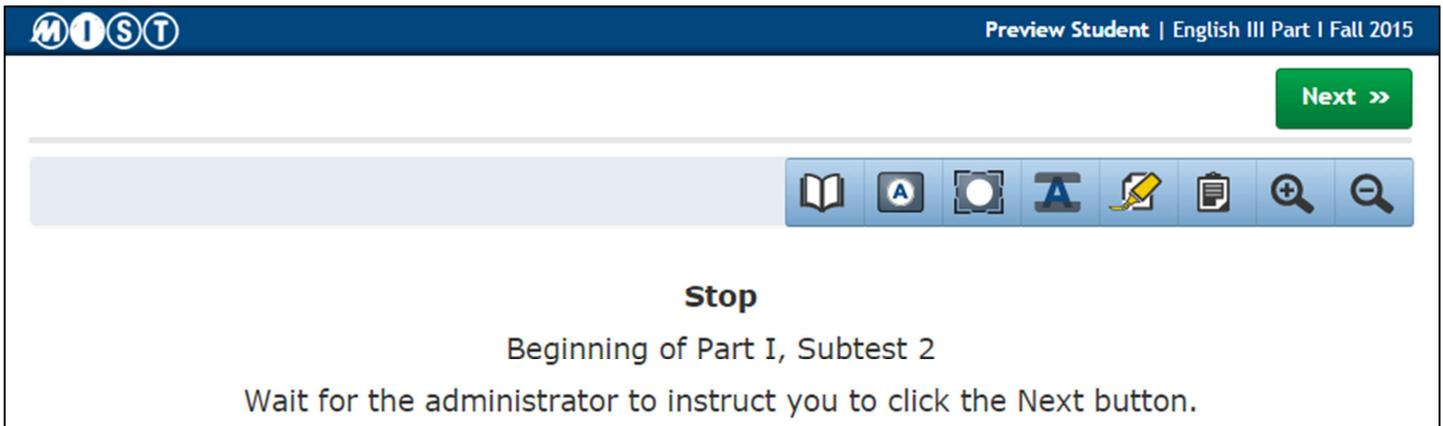
For information on how to pause students in MIST following the first session, refer to the TNReady MIST Proctor Quick-Start Guide at <https://tn.misttest.com>.

If students are taking both subtests on the same day, they should be allowed a break of 5–30 minutes, during which all measures should be taken to maintain a secure testing session.

The second subtest will be scheduled to meet the scheduling and staffing needs for the school. Be sure to resume each student's test prior to starting the second session. For information on how to resume testing in MIST prior to the second session, refer to the TNReady MIST Proctor Quick-Start Guide at <https://tn.misttest.com>.

When students return for subtest 2 and all tests have been resumed, READ ALOUD the following teacher directions that are printed in **BOLD PRINT**.

You have completed the first subtest of the TNReady (insert test name, English I, English II, English III) Assessment. Click NEXT to go to subtest 2.



You will now have 90 minutes to complete the second session of this assessment.

There are some important things to remember as you complete the assessment:

- **Read each question or prompt carefully and think about the best way to answer it.**
- **Type your response using the computer at which you are sitting.**
- **Write only about the texts and prompts you are given.**
- **You may use the scratch paper provided to you for notes, but only responses typed into MIST will be scored. You are not required to use the scratch paper. You may use the notepad feature in MIST if you prefer. Be aware that any work that you do on the scratch paper or on the MIST notepad will not be scored. However, any time you spend using scratch paper or the MIST notepad is included in the total testing time for this subtest.**
- **Your essays will be scored as rough drafts, but you should watch for careless errors.**

If you finish the essay for this subtest early, you CANNOT return to the essay for the first subtest.

Remember that you have 90 minutes in this session. I will tell you when you have five minutes remaining.

(Pause.)

Are there any questions about taking the test?

You may answer any questions about the testing procedures. When students are ready, say:

Your 90 minutes start now.

Record the starting time, MIST does not monitor the student test time.

Move around the room to make sure students have resumed testing.

When five minutes remain, say:

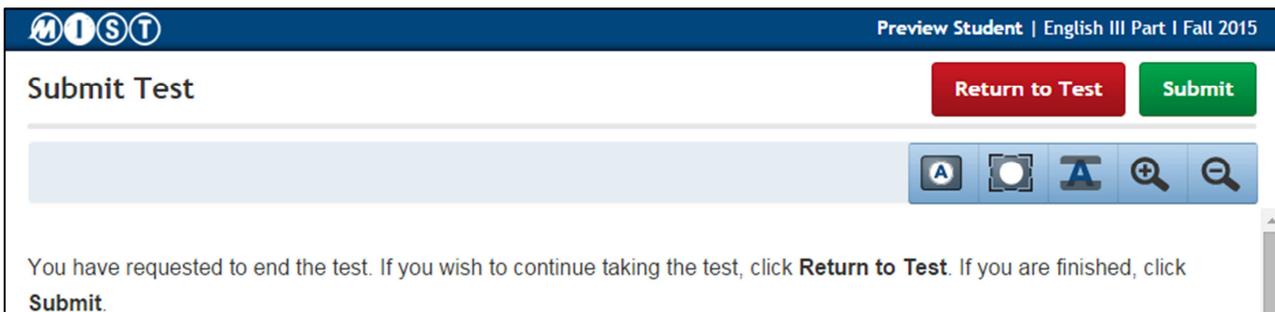
You have five minutes to complete your essay.

At the stopping time, say:

Please stop working. Click “Finish” to submit your essay.



You should see a message on the right side of your computer screen that reads, “If you are ready to submit your test, click the Finish button.” Click “Finish.” You should see a message that says, “You have requested to end the test. If you wish to continue taking the test, click Return to Test. If you are finished, click Submit.” Click “Submit.”



If time permits, you may lead the students through answering the survey questions. The survey questions are not required. Students may skip them by clicking “NEXT” at the top of the screen without answering the questions.

Move around the room to make sure students are on the correct screen.

When the students are ready, read the directions aloud.

There are 8 questions on this survey. This survey is not timed. You may answer the survey questions as I read them aloud. I will read each survey question and all answer choices once. When you decide which answer is best, click on the letter next to the answer you have chosen. After you answer a survey question, click “NEXT” at the top of your screen to move on to the next question.

When the students are ready, read the survey questions below. The Test Administrator must read each question and all answer choices once. The Test Administrator may explain or clarify the survey questions.

1. **How often do you write a paper in class or for homework?**
 - a. **Almost every day**
 - b. **Once or twice per week**
 - c. **Once or twice per month**
 - d. **Never or hardly ever**
2. **In class, how frequently do you make notes or an outline before you begin writing a paper?**
 - a. **Almost always**
 - b. **More than half the time**
 - c. **About half the time**
 - d. **Less than half the time**
 - e. **Rarely or never**
3. **In class, how often do you work to edit or change a previous piece of writing?**
 - a. **Almost always**
 - b. **More than half the time**
 - c. **About half the time**
 - d. **Less than half the time**
 - e. **Rarely or never**
4. **When you turn in a paper, how often does your teacher give you feedback to help you make it better?**
 - a. **Almost always**

- b. More than half the time
 - c. About half the time
 - d. Less than half the time
 - e. Rarely or never
5. Did you do any of the following before typing your essay for this test?
- a. I made notes.
 - b. I created an outline.
 - c. I used a graphic organizer.
 - d. I used a different way or more than one way to plan.
 - e. I started writing without doing any of those things to plan.
6. How easy was it to type your answers?
- a. Very easy
 - b. Easy
 - c. Hard
 - d. Very hard
7. Did you have enough time to finish this test?
- a. I finished early.
 - b. I finished on time.
 - c. I had to rush to finish.
 - d. I did not finish.
8. What did you think about this test?
- a. It was harder than my other English language arts tests at school.
 - b. It was about the same as my other English language arts tests at school.
 - c. It was easier than my other English language arts tests at school.
 - d. I am unsure because it was so different than my other English language arts tests at school.

You have completed the “Student Survey”.

Click “Finish” to submit your essay. You should see a message on the right side of your computer screen that reads, “If you are ready to submit your test, click the Finish button.” Click “Finish.” You

should see a message that says, “You have requested to end the test. If you wish to continue taking the test, click Return to Test. If you are finished, click Submit.” Click “Submit.” You should see a message that says,

Congratulations.

Your test has been submitted.

Click Logout to end your test session. Click “Logout.”

DIRECTIONS FOR TEST ADMINISTRATORS:

4. TCAP U.S. HISTORY EOC ASSESSMENT

- READ ALOUD the following teacher directions that are printed in **BOLD PRINT**.

Click “**START TEST**” in the top right-hand corner of your computer screen. You should see a screen titled “**How to Navigate through the Test.**” Read through the information on this screen. **DO NOT** move past this screen until I tell you to do so.



How to Navigate through the Test



If you cannot see the complete text on your computer screen, use the scroll bar on the right of your computer screen to move up and down, or use the scroll bar at the bottom of your computer screen to move from left to right.



Click the flag if you do not know the answer to a question or are unsure of the answer you have chosen. This will make it easier for you to return to those questions before finishing your test. You do not have to answer a question before moving to the next question.

Split Screen: Some of the screens in this test are split into two screens, with a text appearing in the left screen and an item appearing in the right screen. There is a scroll bar on the right side of the left screen that you can move up or down to see all of the text. To expand the text to one full screen, click the gray tab at the top right of the left screen.

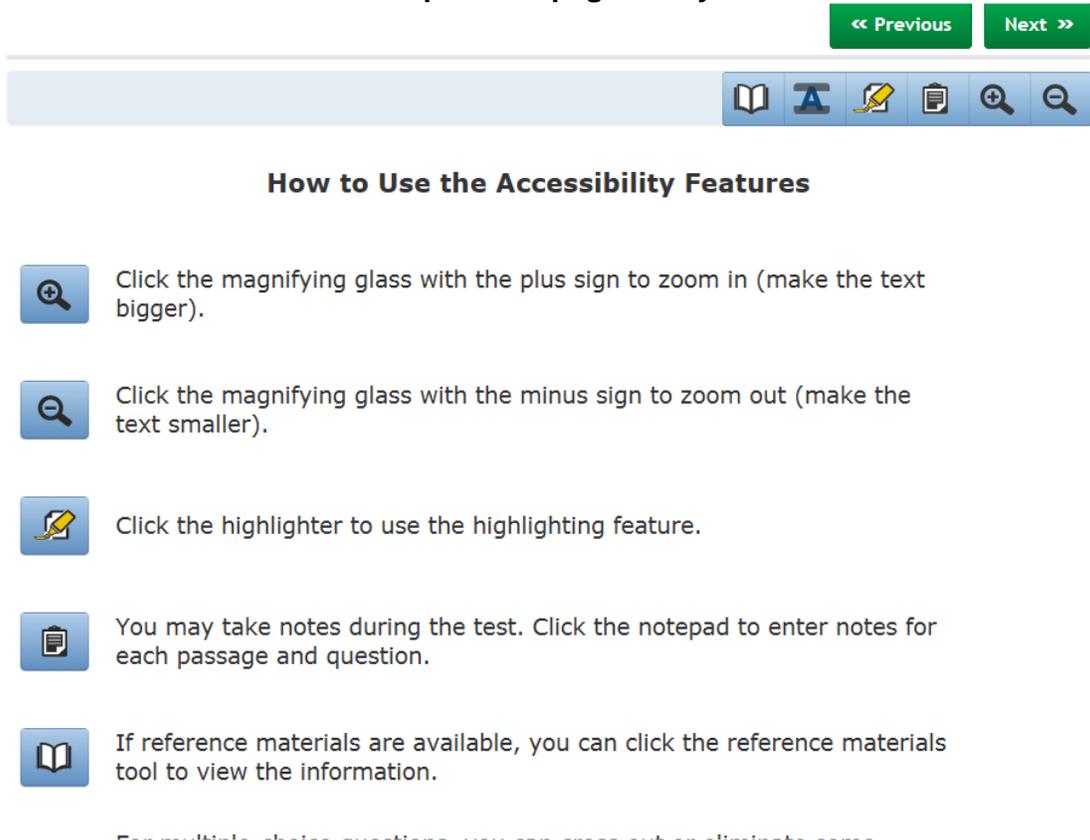
The **Previous** button will allow you to return to the previous screen. Click the **Review** button to view a list of all unanswered, answered, and flagged items. When you have completed the test, click **Finish**. If you click **Finish**, you can still return to the test by clicking **Return to Test**. To begin, click **Next** above.

(Pause while students read.)

Administrators and/or proctors should walk around the room to ensure that students are on the correct screen.

Are there any questions?

Click “NEXT” and read the page titled “How to use the Accessibility Features”. Read through the information on this screen. DO NOT move past this page until you are instructed to do so.



The screenshot shows a digital interface for a test. At the top right, there are two green buttons: “<< Previous” and “Next >>”. Below these is a toolbar with icons for a book, a blue T-shaped tool, a yellow highlighter, a notepad, a magnifying glass with a plus sign, and a magnifying glass with a minus sign. The main content area is titled “How to Use the Accessibility Features” and lists five features with corresponding icons:

-  Click the magnifying glass with the plus sign to zoom in (make the text bigger).
-  Click the magnifying glass with the minus sign to zoom out (make the text smaller).
-  Click the highlighter to use the highlighting feature.
-  You may take notes during the test. Click the notepad to enter notes for each passage and question.
-  If reference materials are available, you can click the reference materials tool to view the information.

Walk around the room to ensure that students do not navigate past this screen before being told to do so.

When the students are ready, read the directions aloud as the students read silently.

Today you will be taking the TCAP U.S. History EOC Assessment. The assessment is made up of two questions.

There are some important things to remember as you complete the assessment:

- **Read each question or prompt carefully and think about the best way to answer it.**
- **Type your response using the computer at which you are sitting.**
- **Write only about the texts and prompts you are given.**
- **You may use the scratch paper provided to you for notes, but only responses typed into MIST will be scored. You are not required to use the scratch paper. You may use the notepad feature in MIST if you prefer. Be aware that any work that you do on the note paper or on the MIST notepad will not be scored. However, any time you spend using scratch paper or the MIST notepad is included in the total testing time for this test.**
- **Your essays will be scored as rough drafts, but you should watch for careless errors.**

Are there any questions about taking the test?

You may answer any questions about the testing procedures. When students are ready, say:

Click “NEXT” in the top right-hand corner of your computer screen. You will see the first question and the space provided to type your response. You have a total of 90 minutes to complete this test. Remember there are two questions. I will tell you when you have five minutes remaining. If you finish the test early, you may return to previous question and make changes to your response.

Your test session starts now.

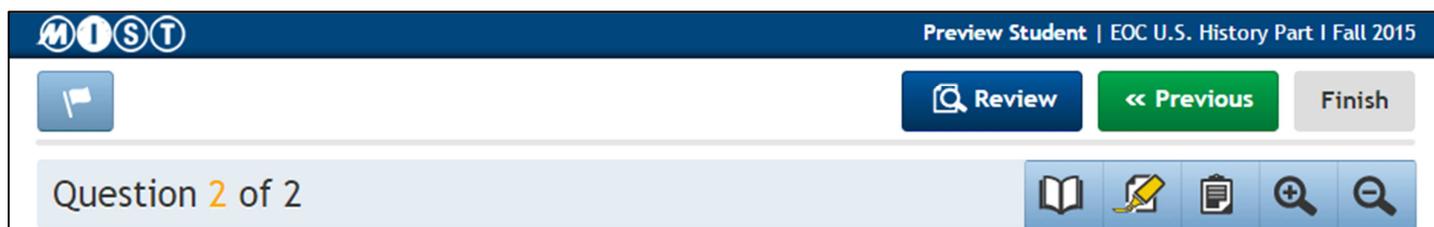
Record the starting time, MIST does not monitor the student start time.

When five minutes remain, say:

You have five minutes to complete this test.

At the stopping time, say:

Please stop testing. If you are not currently on the screen showing the task, go to that screen. Click “Finish” to submit your test.



You should see a message on the right side of your computer screen that reads, “If you are ready to submit your test, click the Finish button.” Click “Finish.” You should see a message that says, “You have requested to end the test. If you wish to continue taking the test, click Return to Test. If you are finished, click Submit.” Click “Submit.” You should see a message that says,

Congratulations.

“Your test has been submitted”.

Click Logout to end your test session. Click “Logout.”

SECTION IV: ASSESSMENT ACCESSIBILITY AND ACCOMMODATIONS

Some students may require individualized access through accessibility features and/or accommodations. This section provides guidance on the use of accessibility features and accommodations for students with disabilities and English Learners. This section does not provide guidance for the alternate assessment available for students with significant cognitive disabilities. For guidance or information, please visit the Assessments for Students with Disabilities page on the State website (<http://tennessee.gov/education/topic/special-education-assessments>).

The Accessibility Guidelines apply to all students. They emphasize an individualized approach to the implementation of assessment practices for those students who have diverse needs and participate in large-scale content assessments. This section of the Test Administration Manual focuses on the Allowable Test Administration Conditions, Accessibility Features, Accessibility Features Identified in Advance, and Accommodations for Students with Disabilities.

For additional information and decision-making guidance, please reference the TNReady Accessibility website at <http://tennessee.gov/education/article/tnready-accessibility>.

Allowable Test Administration Conditions

Allowable test administration conditions are specific testing situations and conditions that may be offered to any student in order to provide a comfortable and distraction-free testing environment. Some examples may include:

- Testing in small groups, testing in an individual setting, testing in a separate location or in a study carrel
- Preferential seating in a specific location within the testing room or seated at special furniture
- Having the test administered by a familiar test administrator
- Using a special pencil or pencil grip
- Using devices that allow the student to see the test (i.e., glasses, contacts, magnification, special lighting)
- Using devices that allow the student to hear test directions; hearing aids, amplification
- Signing the scripted directions
- Reading the test quietly to himself/herself as long as other students are not disrupted
- Using blank scratch or graph paper provided by the test administrator, graphic organizers are not allowed for use

Accessibility Features for All Students

The following accessibility features are built into the MIST online testing platform. These features are available to all students and may be accessed any time during the assessment. For students to be successful in using these features they **must** be given the opportunity to practice using these features throughout the school year using the MICA and/or MIST practice platforms.

Accessibility Features for All Students	Description
Help	View on-screen instructions and video tutorial about how to respond to each item type.
Highlighter	Highlight text in a passage or item.
Line Reader	Allows student to track the line he or she is reading. Students are able to focus their attention on a specific piece of text at a time.
Mark (Flag) for Review	Mark an item for review so that it can be easily found later.
Notes/Comments	Allows student to open an on-screen notepad and take notes or make comments. In ELA, notes are available globally and available throughout the session. In math, comments are attached to a specific test item and available throughout the session.
Answer Eliminator	Cross out answer options for multiple-choice and multi-select items.
Text-to-Speech for Internal Test Instructions	Students are read internal test instructions via computer platform.
Writing Tools	Editing tools (cut, copy, and paste) and basic text formatting tools (bold, underline, and italic) as well as spell check for extended response items. Spell check gives options for the correctly spelled word.
Zoom In/Zoom Out	Enlarge the font and images in the test. Undo zoom in and return the font and images in the test to the original size.
Increased Font Size	The font size in response boxes can be increased to a predetermined size as needed.
Pop Up Glossary or Dictionary/Thesaurus	The student is able to view definitions of pre-selected, underlined words. The definition appears in a pop-up text.
Audio Amplification	Student can adjust the volume of the audio during the test session.

Accessibility Features for All Students Identified in Advance

A small number of students will require additional accessibility features to meet their individual needs. These accessibility features will be selected ahead of time based on the individual needs and preferences of the student.

It is recommended that a consistent process be used to determine these supports for individual students and to subsequently teach the student how to access and use the features. Accessibility features identified in advance must be entered in to the student's personal profile on the MIST platform. For students to be successful in using these features they **must** be given the opportunity to practice using these features throughout the school year using the MIST practice platform.

Accessibility Features for All Students Identified in Advance	Description	Recommendations for Use
Answer Masking and Custom Masking	Answer options are masked. The student will uncover answer options when ready.	This feature is recommended for students who have attention difficulties. It may also be needed by students with print disabilities or visual impairments. Students may need to mask content not of immediate need which may be distracting.
Color Contrast (Background/Font Color)	Enable students to adjust screen background or font color, based on student needs or preferences. Provides an alternate onscreen background and/or font color when enabled. Current color options are: Black on Cream Black on Light Blue Black on Light Magenta White on Black Light Blue on Dark Blue Gray on Green (Low Contrast)	Students with attention difficulties may need this support for viewing test content. It also may be needed by some students with visual impairments or other print disabilities. Choice of colors should be informed by evidence that color selections meet the student's needs.
Text-to-Speech for Math	Test is read aloud to students using embedded text-to-speech software. Students must be tested in a separate setting if unable to wear headphones.	This feature is not recommended for students who are currently reading on or just below grade level. If not used regularly during instruction, this support is likely to be confusing and may impede the performance on assessment. The use support should only be reserved for the struggling readers who need assistance accessing text. This may be used with beginning and intermediate ELs.
Human Signer for Math	A human signer may be provided for a student with a hearing impairment or deafness.	Students who require an interpreter for daily instruction. See Accommodations for Students with Hearing Impairments below.

Accommodations

Accommodations are available only to students with a disability served under an Individual Education Program (IEP), 504 Plan, or students classified as English Learners, and only when the student requires the accommodation(s) to participate in the assessment meaningfully and appropriately.

Please note: one exception to the IEP or 504 requirement is for students who have had a physical injury (e.g., broken hand or arm) that impairs their ability to use a computer. These students may use the speech-to-text or the scribe accommodation, as noted in this section.

Administering TNReady with Testing Accommodations

Prior to the test, test administrators must know what accommodations each student will be using and how to administer them properly. Testing accommodations provided for one student may not impede or impact other students in the testing room. It is the responsibility of the Test Administrator to see that each student who qualifies for testing accommodations receive them with efficacy while also ensuring that other students who do not receive accommodations are not affected. Accommodations must be properly recorded.

Accommodations for Students with an Injury

Students with an injury, such as a broken hand or arm, that would make it difficult to participate in TNReady may use, as appropriate, any of the following accommodations. There are no specific CBT tools to support these accommodations.

Accommodations for Students with an Injury	Description
Adult Transcription	An adult marks selected response items based on student answers provided orally or using gestures. An adult transfers student responses to the MIST testing platform.
Assistive Technology	Use of assistive technology for the writing response and/or other open response items. Internet access, grammar check, and word prediction functions must be turned off. An adult must transfer the student's responses exactly as written to the MIST testing platform. Any print copy must be shredded. Any electronic copy must be deleted. This accommodation also requires Adult Transcription.

Accommodations for Students with Disabilities

Students with disabilities may use any of the accessibility features, accessibility features identified in advance, and any of the following accommodations, as designated in their IEP or 504 Plan.

Accommodations for Students with Disabilities	Description
Adult Transcription	An adult marks selected response items based on student answers provided orally or using gestures. An adult transfers student responses to the MIST testing platform.
Assistive Technology	<p>Use of assistive technology for the writing response and/or other open response items. Internet access, grammar check, and word prediction functions must be turned off. An adult must transfer the student's responses exactly as written to the MIST testing platform. Any print copy must be shredded. Any electronic copy must be deleted. This accommodation also requires Adult Transcription.</p> <p>Students may use a range of assistive technologies on the assessment, including devices that are compatible with MIST and those that are used externally. Assistive technology options include, but are not limited to, adapted keyboards, large keyboards, MouseKeys, FilterKeys, adapted mouse, touch screen, Dynavox, and head wand.</p>
Braille Test Booklet	Provide a paper Braille test booklet. This accommodation requires Adult Transcription on the MIST platform.
Extended Time	Not to exceed double time. If a student has a need to exceed double time, please submit a Unique Accommodation Request.
Paper Test	A PDF may be available through the Unique Accommodation Request process for students who are unable to participate in a computer-based assessment due to his or her disability. This accommodation requires Adult Transcription on the MIST platform.
Text-to-Speech for English Language Arts	A student receives an audio representation of the ELA/Literacy assessment via text-to-speech or a human signer. This accommodation is intended to provide access to text on TNReady ELA assessments to students with print related disabilities who would otherwise be unable to participate. Access is defined as a student is able to decode and comprehend text.
Human Signer for English Language Arts	A student who requires a human signer for English Language Arts content may use this accommodation during the TNReady English Language Arts assessment. See Accommodations for Students with Hearing Impairments below.

Accommodations for Students with Disabilities	Description
Visual Representations for Math	This accommodation may be used in place of scratch paper for students who typically use an abacus or manipulative such as cubes, tiles, rods, blocks, etc. This accommodation may not be used on the non-calculator sections of the assessment.
Rest/Breaks	This allows for the assessment to be paused at any time and restarted. Each session must be completed within one test day.
Speech-to-Text	Voice recognition software allows students to use their voices as input devices to the computer to dictate responses. Students may use their own assistive technology devices.
Unique Accommodation Request	This request process is provided to review any accommodation not listed for a student with an identified need. The accommodation may not invalidate or modify any intended test construct.

Accommodations for Students with Hearing Impairments

Students should be set up with the Text-to-Speech accommodation for all content areas which will automatically give all students the same form. As this is a “read aloud” version, the proctor may turn the volume off for all but one student and then sign the test from the read-aloud. This eliminates the need for the proctor to have a “fake” student login or to read over the shoulder of a student. Proctors need to understand that they may not answer questions for students and should instruct their students to stay with the group if this is done in a group setting – if a student works ahead and gets confused it would be difficult to redirect the student and not risk security protocol. There should be two adults present for the administration to ensure an appropriate and secure administration.

Accommodations for English Learners

Students who are not proficient in English, as determined by ACCESS for ELLs, may use, as appropriate, any of the accessibility features and any of the following accommodations. Students whose parents have waived services are eligible to receive accommodations for ELs. As ELs gain in English proficiency, their need for support may decrease. The language proficiency of the student should be taken into consideration when determining appropriate EL accommodations.

Accommodations for EL and T1/T2 Students	Description
Extended Time	Not to exceed double time.
Word-to-Word Dictionary	The student may use an approved bilingual, word-to-word dictionary. Dictionaries that include definitions, phrases, sentences, or pictures are not allowed. The student should be familiar with the dictionary they will use during testing. Students should be given ample time to complete the test using the accommodation. If no hard copy word-to-word dictionary can be found for a specific language, contact the Tennessee Department of Assessment for additional guidance.
Rest/Breaks	This allows for the assessment to be paused at any time and re-started. Each session must be completed within one test day. Once paused, a student may not be able to view previously completed work if the break exceeds 20 minutes.

Assigning and Collecting Data on Accessibility Features and Accommodations

The following accessibility features and accommodations are assigned in MIST:

- Text-to-Speech
- Color Contrast
- Answer Masking
- Custom Masking

Please follow the instructions in the MIST Proctor Quick-Start Guide on how to assign accessibility features and accommodations to students.

The other accessibility features and accommodations are assigned as appropriate and will be marked during SDDV in EdTools. SDDV will take place during and following Part II of the TNReady and Social Studies Assessments.

Improvements have been made in EdTools to make it easier to see which students have utilized accessibility features identified in advance and accommodations for students with disabilities, as well as features to enable quicker editing of those features and accommodations. Details on the improved SDDV process will be included in the Part II TAM (Test Administration Manual).

Instructions for submitting a Unique Accommodation Request can be found under Procedures for Testing Students that Require a Text Printed Test Booklet Under IEP on page 23 of this manual.

SECTION V: HOME SCHOOL STUDENTS

Testing Home School Students

Home School students are required to be assessed in 9th grade for any assessed secondary grade content areas in which they are enrolled. If a Home School student in a different grade requests to participate in a TNReady assessment for secondary content areas, it is the district's decision as to whether or not the student may do so. Parents who have obtained a court order for Home School testing may have their student tested regardless of grade.

Schools of Remand should contact their System Testing Coordinator for the system-wide Home School MIST proctor account login information. This login is designed specifically for Schools of Remand to test Home School students at the School of Remand. Home School students should ONLY be tested by a Test Administrator logged in to the MIST proctor site under this Home School MIST proctor account.

Under NO circumstances should a Home School MIST proctor account be given to a parent-teacher.

Independent

Independent Home Schools are conducted by a parent-teacher who is registered with the local school system.

T.C.A. 49-6-3050(b)(5)(A)

Administration by the commissioner of education, or the commissioner's designee, or by a professional testing service which is approved by the LEA, to home school students of the same state board-approved secure standardized tests required of public school students in grades five (5), seven (7), and nine (9); however, the test for grade nine (9) shall not be the high school proficiency test required by §49-6-6001;

(B)(i) Tests administered by the commissioner or the commissioner's designee shall be at the same time tests are administered to public school students, and shall be administered in the public school which the home school student would otherwise be attending, or at whatever location students at such school are tested. Tests administered by the commissioner or the commissioner's designee, shall be administered without charge. The parent-teacher may be present when the home school student is tested in grade (5). Both parent-teacher and home school student shall be under the supervision of the Test Administrator.

NOTE: The presence of the parent-teacher of a grade 5 Home School student is an exception to the normal test security guideline that prohibits the presence of a parent or guardian.

Church Related

Church-related Home Schools are conducted by a parent-teacher who is associated with an organization that conducts church-related schools, as defined by §49-50-801. Students registered with a church-related school in grades Kindergarten through eight (K–8) will take the standardized test, if it is administered, at the church-related school. Tests will be given to Home School students at the time that the church-related school tests their regular day school students.

T.C.A. 49-6-3050(a)(2)(C)(ii)

Any parent conducting a home school for children in grades nine through twelve (9–12) under this subdivision (a)(2) must adhere to the same program of the Sanders Model of value-added assessment, or other standardized achievement testing in use in the LEA which the child would otherwise attend. If the child fails, for two (2) consecutive years, to meet or surpass the average level of achievement in the Sanders Model of value-added assessment or other standardized achievement testing in use in the LEA, the child shall be enrolled in the appropriate grade level of the LEA or private or church-related school.

Before the Testing Dates

Parents of Home School students required to test are notified of the date, time, and place of the test administration(s) and are instructed to contact the system Home School Coordinator or System Testing Coordinator. Home School students should take the assessments during the testing window of their School of Remand.

Parents of Home School students must provide transportation to and from the test site.

Coding Instructions for Home School Students

NOTE: A Home School student should be tested at his/her School of Remand using the MIST online testing system. Schools of Remand should contact their System Testing Coordinator for the system-wide Home School MIST proctor account login information. This login is designed specifically to allow the School of Remand to test Home School students. Home School students should ONLY be tested by a Test Administrator logged in to the MIST proctor site under this Home School MIST proctor account. For detailed instructions on how to use the MIST online testing program, review the TNReady MIST Proctor Quick-Start Guide located at <https://tn.misttest.com>.

- In the MIST online testing system, in the Other Programs section, select the Home School option.

For additional coding instructions, see Section II: Procedures for Completing Student Demographic Information. Review the TNReady MIST Proctor Quick-Start Guide at <https://tn.misttest.com> for instructions on how to complete the student demographic information in the MIST online testing system.

Under NO circumstances should a Home School MIST proctor account be given to a parent-teacher.

SECTION VI: POST-TEST PROCEDURES

REPORT OF IRREGULARITY (RI)

The Report of Irregularity is used to report a serious irregularity during testing. Reports of Irregularity are going to be a critical component of our processing window this Fall as it will both identify those tests which need to be addressed in some way as well as managing the processing of testing throughout the window.

Most importantly is the order in which you complete RIs. First, Part I RIs should be **completed** during the Part I testing window. The Part I RIs control the flow of test data for Part II so it is critical these are completed in a timely manner to make sure your data is correct as a foundation for Part II. You will see information in the dropdown for Part II, **do not complete** Part II RIs until the Part II testing window. This allows for all Part I RIs to be processed and prevents double work on the district end during the SDDV/TSC window. The Part II RIs will follow the same process we have had in the past.

The RI should be used only for the irregularities listed on the RI form.

The following information will be requested but may not appear in this sequence. To complete the online RI information:

1. Select Grade and Content Area/Subtest.
2. Select the irregularity: Option A–J.
3. Enter Incident Date.
4. Enter Teacher Info (as on the roster) (Last Name, First Name).
5. Enter Contact Info (Name, E-mail).
6. Enter Student Info (Last Name, First Name, Middle, Unique Student ID).
7. Be sure to select the “Add Student to List” button.
8. If an irregularity involves all students in a content area all students must be entered for a recommendation to Nullify test scores. **If the recommendation is Process Normal**, type the following in the Student Info section:
 - Last Name: ALL
 - First Name: STUDENTS
 - Unique Student ID: 000000000
9. Document the Occurrence: Provide a detailed explanation of the irregularity. Incomplete information may result in delayed test processing.

Once all RIs are complete for a school, submit to the system for review. Once all RIs are complete for a system, the System Testing Coordinator must submit them to the State.

IMPORTANT:

If a school has no RI issues to report, select “No RIs for (Subject Assessment)” under the Processing tab on EdTools at <https://tdoe.randasolutions.com>.

- Test Administrator Responsibilities:
 - 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 Building Testing Coordinator.

- Building Testing Coordinator Responsibilities:
 - Enter all RI information online and submit to the system.
 - Keep a copy of each RI for school records.
- System Testing Coordinator Responsibilities:
 - Review RI information online, make recommendations, and submit in EdTools:
 - ✓ Process Normally - Test will be scored and included in all reports as if no incident occurred.
 - ✓ Nullify - test will be scored but will show on reports as “nullify.” Score will not reflect on system data.
 - ✓ Void - Test will not be scored and no record of the test will exist. This is rarely done since it provides no record of a student’s opportunity to test.
 - ✓ Nullify FT - Operational test items will be scored; field test items will be nullified.
 - ✓ Medically Exempt - Test will be scored and reported as medically exempt instead of absent. (Non-Participation code of RI Pending should be marked on student record in MIST.)
 - ✓ Did Not Attempt (DNA) - Test will be scored, the student will receive a 0 score but the score will not be included in school, district or state summary data.

Once all RIs are complete for a system, System Testing Coordinator must submit to the State in EdTools.

If there are RI issues involving nullifications or voids, a review of the described circumstances must be completed.

Sample Circumstances	Action	Recommendation
Incomplete test section due to disciplinary reasons, illness, tardiness, etc.	Complete RI (<i>Option C</i>) or Local Documentation	Part I: Nullify Part II: Process Normally
Student refused to test (no answers or random answering)	Complete RI (<i>Option J</i>)	Refusal/Did Not Attempt
Cannot test due to serious long-term illness	Complete RI (<i>Option I</i>) Medical Exemption	Medical Exemption
Time limits not followed (less than 30 minutes)	Complete RI (<i>Option D</i>) or Local Documentation	Process Normally
Time limits not followed (more than 30 minutes)	Complete RI (<i>Option D</i>)	Nullify
Student took wrong test (wrong grade level, wrong content area, etc.)	Complete RI (<i>Option F</i>)	Void
Disruptions (loud noises, student behaviors, short power outage, brief computer/network issues, etc.)	Local Documentation	N/A
Major disruptions (long power outage, lengthy computer/network issues, fire alarm, bomb threat, etc.)	Contact State	Contact State
Student Cheating	Complete RI (<i>Option A</i>)	Nullify
Adult Cheating	Complete RI Potential Breach of Security (<i>Option H</i>)	Nullify
Received accommodation and is not a SPED student	Complete RI (<i>Option G</i>) Local Documentation	Depends on accommodation
	Complete RI (<i>Option G</i>)	Nullify if Read Aloud (Text Reader)
Accommodations not given to a student with an IEP	Complete RI (<i>Option G</i>)	Process Normally
Calculator used on a non-calculator subtest	Complete RI (<i>Option G</i>)	Nullify

RI – MEDICAL EXEMPTION

The Medical Exemption Request form should only be used for severe, documented medical circumstances. Each request will be reviewed on a case-by-case basis. A medical exemption cannot be requested until after the testing window has closed and all efforts to assess the student have been unsuccessful. The Absent selection in the MIST online testing system in the Absentee Status box must be appropriately marked. The current, detailed doctor documentation should include a statement from the doctor explaining why the student (including a Homebound student) cannot take the assessment.

- Medical Exemption Requests MUST be entered online as a Report of Irregularity from EdTools at <https://tdoe.randasolutions.com>.
- If needed prior to entering online, blank copies of the Medical Exemption Request form are available on our Web site – Tools & Resources page at <http://tennessee.gov/education/topic/tools-and-resources>.
- Print the online RI – Medical Exemption Request. Retain a copy for your System’s records. Submit any requested documentation following the directions online.

RI – Medical Exemption (Sample)

All Medical Exemption Requests must be entered online. To access a Medical Exemption Request:

- Go to EdTools at <https://tdoe.randasolutions.com/>.
 - From the Processing Admin Audit, select Add an RI.
- Select Grade and Content Area
- Select **I. Medical Exemption Request**.

PROCESSING > REPORTS OF IRREGULARITY (RI)

SGLs | RIs | School AF Audit

RI Serial # [Redacted]

Test: 2015 FALL TCAP

Grade: 10

Content Area / Subtest: Algebra I

Test Part: Part 1

Sub Test: All

After you have saved your RI, you will be able to add attachments

This form is to be used only if one of the following irregularities occurred. Please mark the most appropriate that apply below:

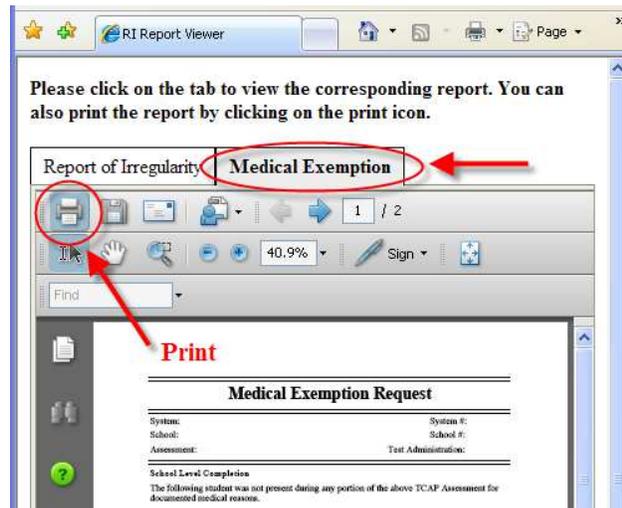
- A. A student or a group of students cheated
- B. Test administrator/proctor provided inappropriate assistance to student(s)
- C. A student left or was removed after beginning the test and was unable to complete the test or subtest. Specify reason and number of items completed in documentation below
- D. For timed tests/subtests, time limits were not observed. This includes receiving unauthorized additional time or not enough time, working ahead, or going back to a previously completed subtest
- E. Inactive Test Materials Form: A student completed a test using multiple response documents, defective materials or the test became damaged or contaminated. Ensure that contaminated documents are securely destroyed and include this information in the occurrence documentation on this form. Non-contaminated, damaged or duplicate response documents should be returned with this form. The valid student response document should be returned under the appropriate TAG or GIS for scoring.
- F. A student took the wrong test or subtest. District Testing Coordinator must contact the State for further instructions
- G. Improper test modifications/accommodations were used
- H. Breach of Security Request
- I. Medical Exemption Request
- J. Other reasons. Please specify

- System and School Name will be pre-populated.

- Enter all required information, including:
 - Incident Date
 - Teacher Information (Last Name, First Name)
 - Contact Information (Name, Email)
 - Student Date of Birth
 - Student Absent Dates
 - School Test Dates
 - Explanation of Emergency (including name of hospital, if applicable)
 - Name of Building Testing Coordinator
 - Phone Number
 - Email Address
 - Verification checkbox that student was absent during the TCAP Assessment for documented medical reasons
 - Name of System Testing Coordinator
 - Phone Number
 - Email address
 - Student Information (Last Name, First Name, Unique Student ID)
 - Be sure to click “Add Student to List”
- In the “Document the Occurrence” field, copy and paste the entire Explanation of Emergency.
- Once all required fields have been completed, click “Update.” Upload all medical documentation to the RI in EdTools – a doctor’s statement is required.

To print the online RI – Medical Exemption request for your records:

- Select the “Print” button at the bottom of the RI.
 - RI Report View will pop up on the screen.



- Select the “Medical Exemption” tab to view Medical Exemption request.
- For this form to print properly, be sure to select the Print icon. Do not use the print option in the Menu Bar.

CONTACT US

To provide the most efficient support to our users in Tennessee, please submit your inquiries via EdTools: <https://tdoe.randasolutions.com/>

Need help with login? (i.e., forgot password, don't have an account) Simply click "Login Help" on the home page of the site:

State of Tennessee Department of Education
710 James Robertson Parkway
Nashville, TN 37243

Minimum System Requirements:
• Internet Explorer (version 9 or higher)
• Firefox (version 3.5 or higher)
• Adobe Acrobat Reader

Following login, you may submit other inquiries by selecting "Contact Support" under the Resources tab:



Complete the "Submit New Support Ticket" form. Your personal information will be filled in automatically and you will have only 3 fields to complete. For MIST questions the intended recipient is MIST (Measurement Inc), for EdTools questions the intended recipient is RANDA, for test administration questions the intended recipient is State. Select a subject from the drop down box that most closely meets your needs and enter as much information as possible in the description.

Submit New Support Ticket

Please fill out the information below and any optional items where applicable.
Additional information will help us address your needs as quickly as possible, so please be as specific as you can.
Allow 1 business day to process your submission. Thank you for letting us know how we can better serve you.
Required fields are denoted with *

Username: [auto-filled]
Name: [auto-filled]
Email: [auto-filled]
Phone: [auto-filled]
District ID: [auto-filled]
School ID: [auto-filled]

Intended Recipient: RANDA
Subject: Select a Subject Here
Description: [text area]

Submit Ticket

TENNESSEE DEPARTMENT OF EDUCATION | 710 JAMES ROBERTSON PARKWAY, NASHVILLE, TN 37243 | tdoe.randasolutions.com

Thank you for using EdTools to submit questions and support requests, allowing for more efficient tracking and quickest resolution.

Contact Information for TCAP Assessment

tned.assessment@tn.gov

**Office of Assessment Logistics
710 James Robertson Pkwy
Andrew Johnson Tower, 10th Floor
Nashville, TN 37243**

EdTools Support Email

tdoesupport@randasolutions.com

Measurement Inc. Help Desk

TCAPHelp@measinc.com

877-516-2403

6:30 am to 5:30 pm EST