

# Connecticut Mastery Test

FOURTH GENERATION

## MIST TEST EXAMINER'S MANUAL

**Grades 3 – 8**

2014

**CONNECTICUT STATE DEPARTMENT OF EDUCATION  
and  
MEASUREMENT INCORPORATED (MI)  
WEB SITE LISTINGS**

**CSDE Web site:**

[www.ct.gov/sde](http://www.ct.gov/sde)

**CAPT/CMT Accommodations Data Collection Web site:**

<https://solutions.emetric.net/TAForm>

**MIST Practice Web site:**

<https://mist.measinc.com/Proctor/Practice>

**MIST Proctor Web site:**

<https://mist.measinc.com/Proctor/Home/SignIn>

Technical questions regarding the Measurement Incorporated Secure Testing (**MIST**) system should be directed to:

**MIST Technical Support Desk**

**Phone: 866-691-1148**

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# OVERVIEW

This manual is to be used by the test examiner when administering the standard Connecticut Mastery Test (CMT) and the CMT Modified Assessment System (MAS) on the Measurement Incorporated Secure Testing (MIST) application. Only eligible students may be administered test sessions using the MIST application.

This manual includes specific instructions related to test security and directions for administering test sessions using the MIST application. Refer to the standard, grade-specific 2014 CMT Test Examiner's Manuals for general information about the CMT, as well as responsibilities of the test examiner and the activities to be completed prior to, during, and after testing.

Contact your District Test Coordinator if you have any questions about test administration or about the MIST application.

# TEST SECURITY

**This manual contains specific instructions that teachers must follow to ensure test security and validity. Therefore, it is absolutely essential that each test examiner review this entire manual prior to administering any part of the Connecticut Mastery Test.**

**Violation of test security is a serious matter with far-reaching consequences. Breaches of test security include, but are not limited to, copying of test materials, failing to return test materials, coaching students, giving students answers, and/or changing students' answers. Such acts may lead to the invalidation of an entire school district's student test scores, disruption of the test system statewide, and legal action against the individuals committing the breach. A breach of test security may be dealt with as a violation of the Code of Professional Responsibility for Teachers, as well as a violation of other pertinent state and federal law and regulation. The Connecticut State Department of Education will investigate all such matters and pursue appropriate follow-up action. Any person found to have intentionally breached the security of the test system may be subject to sanctions including, but not limited to, disciplinary action by a local board of education, the revocation of Connecticut teaching certification by the State Board of Education,\* and civil liability pursuant to federal copyright law.**

**\*See Section 10-145b(j) (1) of the Connecticut General Statutes which reads in relevant part as follows: *The State Board of Education shall revoke any certificate, authorization or permit issued pursuant to said sections if the holder is found to have intentionally disclosed specific questions or answers to students or otherwise improperly breached the security of any administration of a state-wide examination pursuant to Section 10-14n.***

**All CMT test materials (including all test sessions on the MIST application) are SECURE with the exception of the CMT Practice Tests, CMT Skills Checklist, CMT Test Examiner’s Manual, CMT Test Coordinator’s Manual, CMT rulers, and CMT Formula Charts.** CMT test materials must be securely stored (in a closed, preferably locked container, closet, or room) at all times, except when being used to test students.

To maintain the integrity and validity of the Connecticut Mastery Test, security measures must be maintained **by all school staff** prior to, during, and after testing.

**The following activities are serious violations of test security and must be avoided when administering test sessions on the MIST application:**

- Reviewing, examining, or analyzing test items or student responses to items either prior to, during, or after testing
- Providing students with, or access to, test items or test content prior to testing
- Providing students with, or access to, answers prior to or during testing
- Keeping, copying, reproducing, cloning, or using in any manner inconsistent with instructions specified in the Test Examiner’s and the Test Coordinator’s Manuals any item or any portion of any test except those items and tests specifically released by the Connecticut State Department of Education (CSDE)
- Keeping, copying, or reproducing any portion of student responses to any item or any section of any test
- Coaching students, altering student responses, or interfering with student responses in any way prior to, during, or after testing; this includes, but is not limited to, providing students with explanations of questions or definitions of test-item vocabulary for any section of the test
- Failing to follow instructions specified in the Test Examiner’s and the Test Coordinator’s Manuals for the distribution and return of test materials or failing to account for all test materials prior to, during, or after testing
- Failing to follow all directions pertaining to the administration of the CMT as specified in the Test Examiner’s and the Test Coordinator’s Manuals
- Allowing, participating in, assisting in, or encouraging any unauthorized access to test materials prior to, during, or after testing
- Allowing students to have portable listening or recording devices, cell phones, tablets, or other electronic equipment during any test session, except for approved accommodations and allowable calculators
- Leaving in view of students during test administration any materials (e.g., bulletin boards, posters, desktop learning aids) that are related in concept or content to the subject areas being assessed

**Any breaches in test security must be reported *immediately* to your District Test Coordinator who will contact the CSDE Student Assessment Office.**

## INFORMATION ABOUT THE MIST APPLICATION

All standard CMT and CMT MAS test sessions are available for identified students on the MIST application. The MIST application provides most of the administration directions to the student through a Text Reader function. If multiple students are assessed in the same test setting, each student must have a set of headphones. However, the MIST Test Examiner's Manual is still needed to administer a test session. **The test examiner must read additional directions in the MIST Test Examiner's Manual.** The directions in this manual provide details about completing each test session:

### Test Accommodations Available Through the MIST Application:

Content Area	CMT		CMT MAS	
	Computer Response/ Typed Response	Text Reader for Test Items (Including Directions)	Computer Response/ Typed Response	Text Reader for Test Items (Including Directions)
Mathematics	Yes	No	Yes	Yes
Degrees of Reading Power®	Yes		Yes	
Reading Comprehension	Yes		Yes	
Direct Assessment of Writing	Yes			
Editing & Revising	Yes	Yes		
Science	Yes	Yes		

The following test accommodations are also available through the MIST application.

- Voice Recognition Software Speech-to-Text (This accommodation requires that special software be installed on the student's computer prior to testing.)
- Students assessed with the Large Print Test Booklet may, as an alternative, use the magnification tool on the MIST application
- Students identified to be administered the CMT with the following accommodations may, as an alternative, use the MIST application, if appropriate.
  - 1) Bubbler – Test Booklet Only
  - 2) Circle Answers in Test Booklet

Notify the District Test Coordinator if a student refuses a test accommodation as identified in his/her Individualized Education Program (IEP).

## MIST Practice Tests

Students assessed on the MIST application should be administered the practice tests on the MIST application prior to testing. These practice tests are available at the [MIST practice web site](#). The [MIST practice Web site](#) allows students to become familiar with the MIST application, including the tools available for responding to questions.

## MIST Rosters

Students identified to have the CMT administered on the MIST application are listed on the MIST roster. This roster lists all students whose test accommodations were entered in the [CAPT/CMT Accommodations Data Collection Web site](#) prior to February 17, 2014. Any student who is not listed on the MIST roster, but who needs to be assessed using the MIST application, may be added to the MIST roster from the MIST proctor site.

Note: All students who are added at testing time to the MIST roster **must** also have test accommodations entered on the CAPT/CMT [Accommodations Data Collection Web site](#) as soon as possible.

## Test Booklets for Reference

A student administered a test session on the MIST application will generally **not** require a test booklet. Test booklets may be given to a student for reference during testing if needed. Students may write in the test booklet. However, students are **required** to submit their responses through the MIST application. Any test booklet used as a reference should be returned with **non-scorable** test booklets.

## School Enrollment, District Enrollment, and ELL Exempt Student Information

If a student submits all testing for all content areas through the MIST application, then the following student information **must** be submitted using the MIST proctor site.

1. Student enrolled in this DISTRICT after October 1, 2013.
2. Student enrolled in this SCHOOL after October 1, 2013.
3. ELL Eligible for Exemption

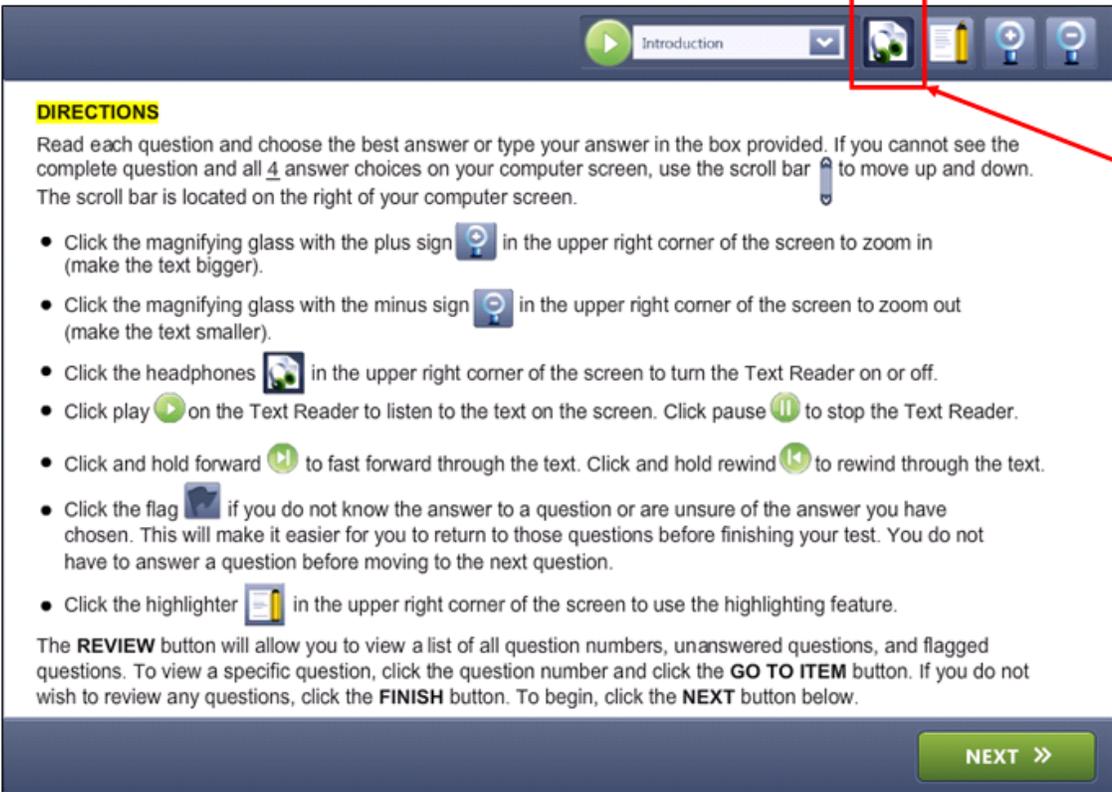
To provide this information for a student through the MIST proctor site, complete the following steps:

1. Log into the [MIST Proctor Website](#).
2. Click on the students link found on the left side menu. This displays the entire student roster in your school.
3. Locate the student for whom you need to provide this information, either by finding them in the alphabetical list, or by using the SEARCH window at the upper right of the page.
4. To see a student's detail page, simply click on that student's name.
5. Click on the Edit Details button below the student's details.
6. In the Edit Student Information pop-up window, edit the three fields listed above as needed.
7. Click SAVE to save any changes and return to the Student page.

For more information about school enrollment, district enrollment, and ELL exempt students, refer to the MIST Proctor Quick-Start Guide located through the Student Assessment link on the [CSDE Web site](#) and on the [MI Web Portal](#).

## Text Reader Function

The Text Reader function provides most of the administration directions. Students identified for the Text Reader for Test Items (including Directions) accommodation (available for the MAS Mathematics, Editing & Revising, and Science tests) are **required** to use the MIST application to submit responses to a test. The Text Reader reads aloud text that is displayed on the computer screen. If multiple students are assessed in the same setting, each student must have a set of headphones to hear the audible text.



The screenshot shows the MIST Text Reader interface. At the top, there is a navigation bar with a play button, a dropdown menu showing "Introduction", and several icons including a headphones icon, a highlighter, and volume controls. The main content area is titled "DIRECTIONS" and contains the following text:

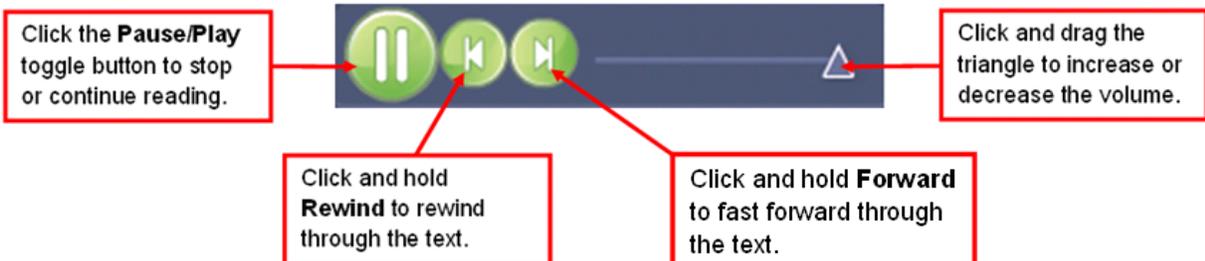
Read each question and choose the best answer or type your answer in the box provided. If you cannot see the complete question and all 4 answer choices on your computer screen, use the scroll bar to move up and down. The scroll bar is located on the right of your computer screen.

- Click the magnifying glass with the plus sign in the upper right corner of the screen to zoom in (make the text bigger).
- Click the magnifying glass with the minus sign in the upper right corner of the screen to zoom out (make the text smaller).
- Click the headphones in the upper right corner of the screen to turn the Text Reader on or off.
- Click play on the Text Reader to listen to the text on the screen. Click pause to stop the Text Reader.
- Click and hold forward to fast forward through the text. Click and hold rewind to rewind through the text.
- 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.
- Click the highlighter in the upper right corner of the screen to use the highlighting feature.

The **REVIEW** button will allow you to view a list of all question numbers, unanswered questions, and flagged questions. To view a specific question, click the question number and click the **GO TO ITEM** button. If you do not wish to review any questions, click the **FINISH** button. To begin, click the **NEXT** button below.

At the bottom right, there is a green "NEXT >>" button. A red box highlights the headphones icon in the top right corner, with an arrow pointing to a text box that says: "If closed, the Text Reader dialog can be reopened by clicking the headphones icon."

The text reader controls work similarly to most standard audio controllers.



The diagram shows a set of audio controls with four callout boxes:

- Click the **Pause/Play** toggle button to stop or continue reading.
- Click and hold **Rewind** to rewind through the text.
- Click and hold **Forward** to fast forward through the text.
- Click and drag the triangle to increase or decrease the volume.

Additional information is available in the MIST Text Reader User Guide located through the Student Assessment link on the [CSDE Web site](#) and on the [MI Web Portal](#).

## **Software Supported by the MIST Application**

The MIST application is compatible with the following software packages for students requiring The Voice Recognition/Speech-to-text accommodation.

- Windows Speech Recognition™ Version 5.0
- Dragon Naturally Speaking™ Versions 10.0 and 11.0
- MacSpeech Dictate™ Version 1.5

These software packages, which must be installed on the testing computer, will allow speech to be converted to text for open-ended items. Other functionality may also be available within these software programs.

It is recommended that students run through the software functionality with the practice tests on the [MIST Practice Web site](#) prior to testing. For technical assistance, please call the number below.

**MIST Technical Support Desk**

**Phone: 866-691-1148**

## **Hardware Supported by the MIST Application**

Most special keyboards and special computer mice are compatible with the MIST application and should work properly on computers that meet the minimum Operating System (OS) requirements. Most touch screen monitors that meet the minimum resolution requirements are compatible with the MIST application and should work properly on computers that meet the minimum OS requirements.

For specific information about software and hardware supported by the MIST application, refer to the MIST Proctor Quick-Start Guide located through the Student Assessment link on the [CSDE Web site](#) and on the [MI Web Portal](#).

Contact your District Test Coordinator with questions about the MIST application and/or any questions about a student's test accommodations.

## **MIST Practice Tests**

Students assessed using the MIST application may take practice tests on the [MIST practice Web site](#) prior to testing. These practice tests provide a means for students to become familiar with the MIST application including the tools available for responding to questions.

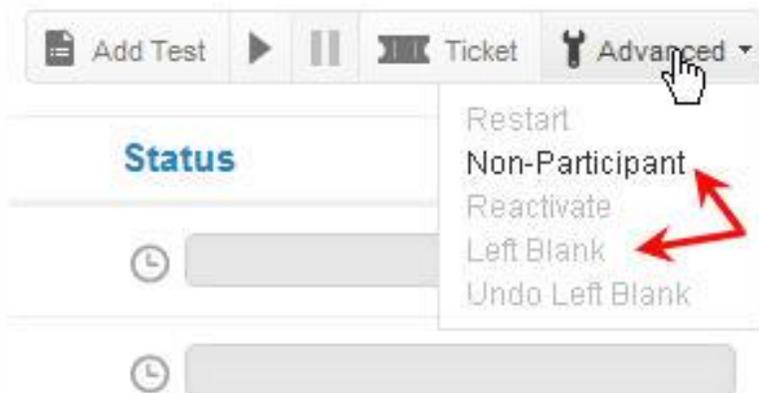
## Accounting for All Students on the MIST Application

A student's test session must be identified as **Absent**, **Left Blank**, or **Do Not Score** for students who:

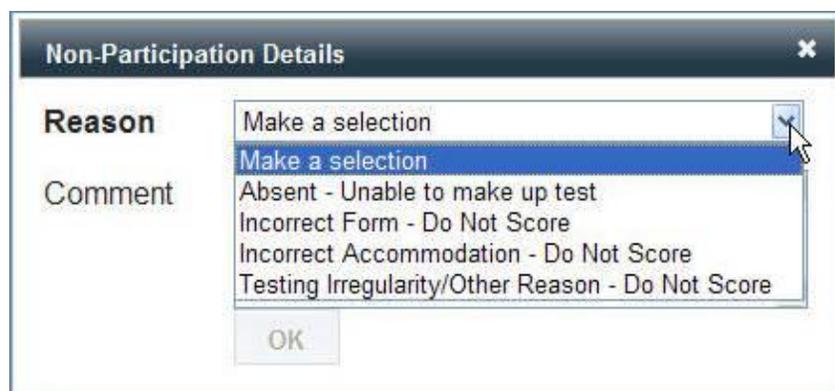
- are **Absent** for a test session;
- are present for a test session but should have the test session reported as **Left Blank**; or
- Submit a test that should be noted as **Do Not Score** (e.g., student administered incorrect test, student tested with incorrect accommodation, a testing irregularity occurs).

If a student qualifies for any of these conditions, the test examiner must select it on the MIST Proctor Station by clicking **Advanced**.

A student's test session is identified as left blank by clicking **left blank**.



If Non-Participant is selected, the proctor must then choose a reason that the test should not be scored. Reasons include Absent, Incorrect Form, Incorrect Accommodation, and Testing Irregularity/Other Reason.



Additionally, it is important that test examiners report these occurrences to the district test coordinator.

## GENERAL RESPONSIBILITIES OF THE MIST TEST EXAMINER

In addition to the Responsibilities of the Test Examiner section of the standard, grade-specific Test Examiner's Manuals, you **must**:

- Read this manual carefully to completely understand each step of the MIST administration procedures.
- Ensure that testing computers have the MIST application available and verify that the version is current by launching the MIST application.
- Ensure that the MIST roster includes students who are identified to be administered a test on the MIST application.
- Ensure that a set of headphones is available for each student if multiple students are tested in the same test setting.
- Check and adjust the volume controls **prior** to starting a test session on the MIST application.
  - Windows: click **Start** → **Control Panel** → **Sounds and Audio Devices**
  - MAC: click **Apple Menu** → **System Preferences** → **Sound**
- Ensure that computers using special software (e.g., voice recognition) and/or special hardware (e.g., keyboards) are functioning properly.
- Ensure that testing computers are available for administering tests and that there is space for students to use test booklets for reference, if requested.
- Have test booklets available for students to use as a reference during testing.
- Become familiar with the MIST application. A variety of resources (e.g., the MIST Technical Guide, the MIST Proctor Quick-Start Guide, the MIST Instructional Video) are available through the Student Assessment link on the [CSDE Web site](#).
- Become familiar with the tools (e.g., highlighter, magnifier, text reader, calculator) available on the MIST application. The MIST CMT Practice Web site is available through the Student Assessment link on the [CSDE Web site](#).
- Maintain a list of phone numbers if assistance is required during testing (i.e. test coordinator, computer technicians).

Contact your District Test Coordinator with any questions about the MIST application.

**MIST Technical Support Desk**

**Phone: 866-691-1148**

## TEST SESSIONS

The 2014 standard CMT, and CMT MAS, to be administered on the MIST application:

	Test Session	Grade	Testing Time	Directions Time	Total Time
<b>Standard</b>	Direct Assessment of Writing	3 – 8	45 minutes	10 minutes	55 minutes
	Editing & Revising	3 – 8	60 minutes	10 minutes	70 minutes
	Reading Comprehension (all sessions)	3 – 8	45 minutes	10 minutes	55 minutes
	Degrees of Reading Power <sup>®</sup>	3 – 8	45 minutes	10 minutes	55 minutes
	Mathematics – Session 1	3 – 6 and 8	60 minutes	10 minutes	70 minutes
	Mathematics – Session 1	7	70 minutes	10 minutes	80 minutes
	Mathematics – Session 2	3 – 7	60 minutes	10 minutes	70 minutes
	Mathematics – Session 2	8	70 minutes	10 minutes	80 minutes
	Mathematics – Session 3	5 – 8	60 minutes	10 minutes	70 minutes
	Science	5	65 minutes	10 minutes	75 minutes
	Science	8	70 minutes	10 minutes	80 minutes
	<b>MAS</b>	MAS Reading Comprehension (all sessions)	3 – 8	45 minutes	10 minutes
MAS Degrees of Reading Power <sup>®</sup>		3 – 8	45 minutes	10 minutes	55 minutes
MAS Mathematics (all sessions)		3 – 8	60 minutes	10 minutes	70 minutes

Except for the administration of the Direct Assessment of Writing (see below) students administered different test sessions on the MIST application, even in different content areas, may be administered a test session by a single test examiner if all students in the group are administered test sessions that have the same total testing time. Students may be administered MAS test sessions on the MIST application alongside students being administered standard test sessions on the MIST application as long as the total testing time for all sessions is the same.

Additionally, any students with the Time Extension accommodation may be tested on the MIST alongside other students in different sessions who also have time extensions of the same total testing time.

Students at different **grades** may be administered the Direct Assessment of Writing (DAW) in the same testing room. However, students taking the DAW may NOT be assessed in the same setting as students taking any other test session on the MIST application because the test examiner must read a different set of directions.

Note:

Students administered different test sessions in a test booklet may not be combined because the sample items and directions that indicate the page and question numbers must be read by the test examiner. These are not the same in different test sessions.

# TEST ADMINISTRATION

## ALL GRADES AND TEST SESSIONS

In order for the tests to function, all test sessions must be completed during the CMT testing window, March 3 – 28, 2014.

In order for this test to function as intended, all students must be tested under the conditions specified in the standard, grade-specific Test Examiner's Manuals. Test examiners must carefully observe time limits. Directions that appear in **bold, indented print** following the

 graphic **must** be read aloud to the students. Read the directions exactly as written. All other directions are for the test examiner only and should not be read aloud.

**Before continuing, be sure you have read and are familiar with the Test Security section on pages 1 and 2.**

To ensure that the test session is not interrupted, post the Do Not Disturb sign on the classroom door.

### Materials Needed

- All students will need a computer with the MIST software installed.
- Ensure that a set of headphones is available for each student if multiple students are tested in the same test setting.
- When administering a Mathematics test, provide each student with scratch paper and a pen or pencil to use during testing. Grade 8 students administered the standard CMT should also be given a CMT Formula Chart.
- When administering the Direct Assessment of Writing, provide each student with a grade-specific prompt sheet when instructed to do so.
- A CMT test booklet **must** be provided during a test session if:
  - 1) A student assessed with a CMT MAS test session is identified as needing the MAS Test Booklet For Reference Only accommodation, or
  - 2) A student requests a test booklet for reference.

A pencil, pen, and/or highlighter (for students who choose to use one) may be provided to students using a test booklet for reference.

**If a test booklet for reference is used, it should be returned with other non-scorable test booklets.** These booklets will **not** be scored. Only the responses submitted using the MIST application will be scored.

## SETTING UP THE TESTER STATION

This section of the manual provides basic information needed to prepare a tester station on the MIST application. For more information, refer to the MIST Proctor Quick-Start Guide. This guide is available through the Student Assessment link on the [CSDE Web site](#).

Before administering a test, be sure that your school's technical staff has successfully installed the MIST application on testing computers.



The following steps should only be performed immediately before students arrive for the scheduled test session. **Once a student starts a test, the computer is locked in test mode and cannot be used for any other purpose until the test is completed. Check and adjust the volume controls prior to starting a test session.**

**To assign a student to a Tester Station, complete the following steps:**

1. On the testing computer, double-click on the MIST icon that was saved on the computer's desktop.



2. Wait for the login screen to load. This may take a few seconds.



If the message "Loading..." shows on the screen for more than 45 seconds, please call the MIST Technical Support Desk at 866-691-1148.



If the MIST executable is out of date, an upgrade message will appear. Click **OK** to close the message window. To run the MIST application on the Tester Station, an updated version of the MIST application will need to be downloaded.

3. On the MIST login screen, enter the User Name and Password and click **LOGIN**. Refer to page 4 of the MIST Proctor Quick-Start Guide for step-by-step information on setting up the Tester Station. There are two methods: Student Set-up and Proctor Set-up.
4. When the screen with the **START TEST** button is displayed, students should wait until instructed to click the button to begin testing. **Caution: Once a student is assigned to a Tester Station, the test will begin as soon as the START TEST button is clicked.**
5. Repeat steps 1 through 6 until all students are assigned to a Tester Station. When all testing computers are ready, and students are sitting at their assigned computers, continue to the specific MIST Test Directions section of this manual.

# MIST TEST DIRECTIONS

## ALL TEST SESSIONS EXCEPT DIRECT ASSESSMENT OF WRITING

### Test Directions for the Standard and MAS Mathematics, Standard and MAS Reading, Science, and Editing & Revising Test Sessions

The following should be completed before students arrive for testing.

1. On each testing computer, follow the instructions for Setting Up the Tester Station on page 12. Make sure that each student is assigned to the correct testing computer.
2. On the Proctor station, follow the instructions in the MIST Proctor Quick-Start Guide (**Administering the Test**).
3. Ensure that each testing computer has been set up to administer the correct test session.
4. Ensure that each testing computer has a functioning set of headphones.
5. Ensure that each student has been given the materials needed for the test administration.

When administering a Mathematics test, provide each student with scratch paper and a pencil to use during testing. Grade 8 students administered the standard CMT should also be given a CMT Formula Chart.

**If a test booklet for reference is used, it should be returned with other non-scorable test booklets.** These booklets will **not** be scored. Only the responses submitted using the MIST application will be scored.

For students using a test booklet for reference	<p><b>SAY</b> I have given you a test booklet. You may use this test booklet as a reference while completing the test on the computer. Only what you submit on the computer will be scored. If you finish before the time is called you may go back and check your work but do NOT work on any other test sessions. <i>(Determine page number for the test session being administered.)</i> <b>Open your test booklet to page (SAY PAGE NUMBER).</b></p> <p>Pause. Make sure that students have turned to the correct page in their test booklet.</p> <p>Note: The wording of some test items on the MIST application may not exactly match the wording in the reference test booklet.</p>
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After all students are seated at their computers and test booklets have been provided (if applicable),

**SAY**

**Raise your hand if you do not see your name in the lower left corner of the computer screen.**

Pause. Verify that the correct name for each student is displayed on the computer screen. If the correct name is not displayed, and the student whose name is displayed is present, instruct students to change seats. However, if the student whose name is displayed is absent, follow instructions in the MIST Proctor Quick-Start Guide (**Pausing and Resuming Tester**) to pause the test of the absent student. Then assign the student who is present to a different testing computer.

After all students are seated at the correct computer,

**SAY**

**I have given you headphones. Raise your hand if you do not have headphones. Only what you submit on the computer will be scored. If you have any questions after you start the test, raise your hand.**

Pause. Make sure that each student has a set of headphones. If administering the Mathematics test, each student should be provided with a sheet of scratch paper. Grade 8 students should also be given a CMT Formula Chart.

**SAY**

**Put on your headphones and click the Start Test button in the lower right corner of the computer screen.** *(Pause. Verify that each student has clicked the Start Test button.)*

RECORD THE STARTING AND ENDING TIMES ON THE BOARD. While students are working, walk around the room to see that they are following directions and are not looking at any other test session if a test booklet was provided. The MIST application will not allow students to see other test sessions. Answer any questions. Assistance given to students must be limited to clarifying directions. It is not appropriate to give clues, define vocabulary, or give explanations. If a student requests inappropriate help, a good response might be, "Just do your best and continue working."

When there are 10 minutes of testing time left,

**SAY**

**You have 10 minutes left.**

After the total testing time has passed (or sooner if all students have finished),

**SAY**

**Stop! Go to the end of the test by clicking Next, click Finish, and follow the directions on the computer screen.**

The test session ends here. If applicable, collect all test booklets and other test materials immediately. Destroy all scratch paper.

Note: All test materials must be collected and returned to your District Test Coordinator.

**READING, KEEPING, COPYING, OR DISCUSSING THE CONTENT OF THIS TEST OR STUDENT RESPONSES PRIOR TO BEING RELEASED BY THE CONNECTICUT STATE DEPARTMENT OF EDUCATION IS A SECURITY BREACH AND MUST BE AVOIDED.**

Be sure to maintain test security between test sessions (see the Test Security section on pages 1 and 2).

## **IMPORTANT**

### **Accounting for All Students on the MIST Application**

A student's test session must be identified as **Absent**, **Left Blank**, or **Do Not Score** for students who:

- are **Absent** for a test session;
- are present for a test session but do not complete any test items and should have the test session reported as **Left Blank**; or
- submit a test that should be noted as **Do Not Score** (e.g., student administered incorrect test, student tested with incorrect accommodation, a testing irregularity occurs).

If a student qualifies for any of these, the test examiner must select it on the MIST Proctor Station.

It is important that test examiners report these to the District Test Coordinator.

# MIST TEST DIRECTIONS

## DIRECT ASSESSMENT OF WRITING

The Direct Assessment of Writing **must** be administered statewide on **Tuesday, March 4, 2014**.

The following should be completed before students arrive for testing.

1. On each testing computer, follow the instructions for Setting Up the Tester Station on page 12. Make sure that each student is assigned to the correct testing computer.
2. On the Proctor station, follow the instructions in the MIST Proctor Quick-Start Guide (**Administering the Test**).
3. Ensure that each testing computer has been set up to administer the correct test session.
4. Ensure that each testing computer has a functioning set of headphones.
5. Ensure that each student has been given the materials needed for the test administration.

After all students are seated at their computers,

**SAY**

**Raise your hand if you do not see your name in the lower left corner of the computer screen.**

Pause. Verify that the correct name for each student is displayed on the computer screen. If the correct name is not displayed, and the student whose name is displayed is present, instruct students to change seats. However, if the student whose name is displayed is absent, follow instructions in the MIST Proctor Quick-Start Guide (**Pausing and Resuming Tester**) to pause the test of the absent student. Then assign the student who is present to a different testing computer.

After all students are seated at the correct computer,

**SAY**

**I have given you headphones. Raise your hand if you do not have headphones.**

Pause. Make sure that each student has a set of headphones.

**SAY**

**I am going to give you a prompt sheet. You can use the back of this prompt sheet to write down your ideas before beginning your paper. Only what you submit on the computer will be scored. If you have any questions after you start the test, raise your hand.**

After Direct Assessment of Writing prompt sheets have been provided to students,

**SAY**

**Put on your headphones and click the Start Test button in the lower right corner of the computer screen.** *(Pause. Verify that each student has clicked the Start Test button.)*

After all students have read the prompt, start the test session. RECORD THE STARTING AND ENDING TIMES ON THE BOARD. While students are working, walk around the room to see that they are following directions. Answer any questions. Assistance given to students must be limited to clarifying directions. It is not appropriate to give clues, define vocabulary, or give explanations about the writing prompt. If a student requests inappropriate help, a good response might be, “Just do your best and continue working.”

After 10 minutes have passed,

**SAY** **If you are still planning your paper, you should finish quickly and start typing.**

After a total of 35 minutes has passed,

**SAY** **You have 10 minutes left. Finish your paper quickly. Then reread it and make any changes needed.**

After a total of 45 minutes (or sooner if all students have finished),

**SAY** **Stop! Click Finish and follow the directions on the computer screen.**

The Direct Assessment of Writing test ends here. Collect all prompt sheets.

Note: All test materials must be collected and returned to your District Test Coordinator.

**READING, KEEPING, COPYING, OR DISCUSSING THE CONTENT OF THIS TEST OR STUDENT RESPONSES PRIOR TO BEING RELEASED BY THE CONNECTICUT STATE DEPARTMENT OF EDUCATION IS A SECURITY BREACH AND MUST BE AVOIDED.**

Be sure to maintain test security between test sessions (see the Test Security section on pages 1 and 2).

### **IMPORTANT**

#### **Accounting for All Students on the MIST Application**

A student’s test session must be identified as **Absent**, **Left Blank**, or **Do Not Score** for students who:

- are **Absent** for a test session;
- are present for a test session but do not complete any test items and should have the test session reported as **Left Blank**; or
- submit a test that should be noted as **Do Not Score** (e.g., student administered incorrect test, student tested with incorrect accommodation, a testing irregularity occurs).

If a student qualifies for any of these, the test examiner must select it on the MIST Proctor Station.

It is important that test examiners report these to the District Test Coordinator.





# CMT MIST Test Examiner's Manual



CMTMISTEM2014