

Connecticut  
Common Core State Standards  
Aligned Practice Assessment  
TEST EXAMINER'S MANUAL

**All Grades and  
Test Sessions**

2013



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

**MIST Practice Web site:**

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

The MIST practice Web site allows students to become familiar with the MIST application, including the tools available for responding to questions.

**MIST Proctor Web site:**

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

The MIST Proctor Quick Start Guide, MIST Technical Guide, MIST Text Reader User Guide, and MIST Instructional Videos can be found on this site.

***The Common Core State Standards Aligned Practice Assessment (CCSS APA) FAQ***

[http://www.sde.ct.gov/sde/lib/sde/pdf/student\\_assessment/practice\\_test/2013\\_faq\\_ccss\\_aligned\\_practice\\_assessment.pdf](http://www.sde.ct.gov/sde/lib/sde/pdf/student_assessment/practice_test/2013_faq_ccss_aligned_practice_assessment.pdf)

**The CCSS APA must be  
administered between April 22 and  
May 17, inclusive**

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

**MIST Technical Support Desk**

**Phone: 866-691-1148**

Questions regarding the Connecticut CCSS APA should be directed to:

**The Connecticut Student Assessment Office**

**Phone (Grades 3-8): 860-713-6860**

**Phone (Grade 11):860-713-6890**

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# OVERVIEW

This manual is to be used by the test examiner when administering the Connecticut Common Core State Standards Aligned Practice Assessment (CCSS APA) on the Measurement Incorporated Secure Testing (MIST) application.

This manual includes specific instructions related to test security and directions for administering CCSS APA sessions using the MIST application.

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 CCSS APA.**

**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 CCSS APA sessions on the MIST application are SECURE.** This includes the usernames and passwords required to access the CCSS APA and all questions on the practice tests.

To maintain the integrity and validity of the CCSS APA, 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 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 all directions pertaining to the administration of the CCSS APA.
- 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 the testing computer, 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 CCSS APA 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, this Test Examiner's Manual is still needed to administer a test session. **The test examiner must read additional directions in this Test Examiner's Manual.** The directions in this manual provide details about completing each test session.

### Where students may go to practice using the MIST application

If schools want students to try out the MIST application prior to administering the CCSS APA, the [MIST practice Web site](#) is available. This site allows students to become familiar with the MIST application, including the tools available for responding to questions. Please note that the items on the MIST practice Web site are only for the purposes of supporting students by helping them become acclimated to administration of an assessment using the MIST application, and as such are not Common Core aligned.

### MIST Rosters

Students identified to take the CCSS APA administered on the MIST application are listed on the MIST roster. Any student who is not listed on the MIST roster may be added to the roster from the [MIST Proctor Web site](#).

### Test Accommodations

Students that require accommodations are encouraged to take the Connecticut Common Core State Standards Aligned Practice Assessment (CCSS APA). This includes students who participated in the CMT/CAPT MAS in Reading and/or Mathematics. Accommodations can be provided to these students. **There is no need to enter test accommodations for the CCSS APA in the CAPT/CMT Accommodations Data Collection Web site.** There are, however, certain limitations as to what accommodations are available on this online assessment. The accommodations that are available are listed on the next page. You will notice that this list does not include many of the accommodations that are typically available on the CMT and CAPT. For example, adaptive furniture or lighting, as well as amplification, can be provided, even though these accommodations are not listed below. Other accommodations, such as large print booklets or the use of electronic enlargement devices, are not listed. We believe that the embedded tools provided on the MIST application can be used as a substitute. If you have any questions regarding accommodations for the CCSS APA, please contact us.

**Joe Amenta (860-713-6855) or Janet Stuck (860-713-6837), Special Populations Assessment**

MATHEMATICS	READING	WRITING	<p align="center"><b>Connecticut State Department of Education</b>  <b>Test Accommodations for CCSS APA</b>  <b>Special Education/Section 504 Students</b>  <b>and/or Students with Limited English Proficiency (LEP)</b></p>
√	√	√	<p><b>Sign Language for Test Items (Including Directions) by Qualified Staff – Special Education/Section 504</b>                      Students who have the accommodation for sign language for presentation may have the directions and items (including the <b>Writing</b> passages) on the MIST application signed to the individual student in a separate setting by a qualified staff person. This will require that the qualified person read from the student’s computer screen.</p>
√	√	√	<p><b>Reader for Test Items (including directions) by Certified Staff ONLY– Special Education/Section 504</b>                      Students who have this accommodation may have the directions, and items provided on the MIST application read aloud to the individual student in a separate setting by a certified staff person. This will require that the certified person read from the student’s computer screen.</p>
√	√	√	<p><b>Voice Recognition Software /Speech-to-Text on <u>MIST</u> Application – Special Education/Section 504</b>                      Students who have this accommodation may respond using their current software with the MIST application. Please see the CT CCSS APA Test Examiners Manual for more specific information.</p>
√	√	√	<p><b>Native Language Reader Directions Only (Certified Staff or Non Certified Staff) – LEP Only</b>                      Students who have this accommodation may have ONLY the directions read in native language. This accommodation must be in a separate setting with a qualified staff person but may be provided to more than one student with the same native language. This will require that the qualified person read from the student’s computer screen.</p>
√	√	√	<p><b>Word-to-Word Dictionary- LEP only</b>                      Students, who have the accommodation for the use of a familiar word to word dictionary in class, may use the same word to word dictionary with the assessment provided on the MIST application.</p>
√	√	√	<p><b>Time Extension – Special Education/Section 504/ LEP</b>                      Students who have the accommodation for time extension may be provided additional test time to respond to the assessment on the MIST application. Due to the nature of this assessment students may be tested with their peers who do not have the accommodation for time extension.</p>

**If you have specific questions please contact:  
 Joe Amenta (860-713-6855) or Janet Stuck (860-713-6837), Special Populations Assessment**

## Text Reader Function (NEED NEW SCREEN SHOT)

The Text Reader function provides most of the administration directions. 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. As such, students may need to either bring-in headphones and/or have headphones provided to them.

The screenshot shows the Text Reader interface. At the top, there is a navigation bar with a play button, a dropdown menu showing 'Introduction', and several icons. A red box highlights the headphones icon. A red arrow points from this icon to a callout box on the right that says: 'If closed, the Text Reader dialog can be reopened by clicking the headphones icon.'

**DIRECTIONS**

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.

**NEXT >>**

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

The diagram shows a set of audio controls. Red boxes with arrows point to specific controls and their functions:

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

Additional information is available in the MIST Text Reader User Guide which can be found on the [MIST Proctor Web site](#) at the documents link.

## **Specialized 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**

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

Most special keyboards and special computer mouses 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 specialized software and hardware supported by the MIST application, refer to the MIST Proctor Quick-Start Guide located on the [MIST Proctor Web site](#) at the documents link.

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

## GENERAL RESPONSIBILITIES OF THE MIST TEST EXAMINER

The test examiner **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.
- Become familiar with the MIST application. A variety of resources (e.g., the MIST Technical Guide, the MIST Proctor Quick-Start Guide, and the MIST Instructional Videos) are available on the [MIST Proctor Web site](#).
- Become familiar with the tools (e.g., highlighter, magnifier, calculator) available on the MIST application. Practice using these tools may be done on the [MIST Practice 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.

## TEST SESSIONS

The CCSS APA sessions to be administered on the MIST application:

<b>Test Session</b>	<b>Grade</b>	<b>Testing Time</b>	<b>Directions Time</b>	<b>Total Time</b>
Writing	6 – 8, 11	90 minutes	10 minutes	100 minutes
Reading	3 – 5	60 minutes	10 minutes	70 minutes
Mathematics	3 – 8	60 minutes	10 minutes	70 minutes
Mathematics	11	90 minutes	10 minutes	100 minutes

The times provided are estimated administration times for most students. Additional time may be provided if students require it.

Students that participate in the CCSS APA will be provided a chance to submit a short survey at the end of their test session. This survey should take no more than 5 minutes to complete.

# TEST ADMINISTRATION

## ALL GRADES AND TEST SESSIONS

In order for the tests to function, all test sessions must be completed during the CCSS APA testing window, April 22 – May 17, 2013, for most testing locations.

In order for this test to function as intended, all students must be tested as specified in this manual. Test examiners must observe the estimated time limits, although additional time may be provided if students require it.

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.**

**Only students with the same testing time should be tested in the same setting. A list of tests and testing times is provided on page 8.** The only exception is for students with a time extension accommodation. These students may be tested with other students who do not have extended time.

### 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.
- Provide each student with scratch paper and a pen or pencil to use during testing.
- For Grades 8 and 11 Mathematics, provide graph paper.
- For Grade 11 Mathematics, a calculator must be provided (see the Calculator Usage section below).

### Calculator Usage for Mathematics Tests

- Grades 3, 4, and 5: No calculator may be used.
- Grades 6, 7, and 8: The calculator is provided by the MIST application for those items on which a calculator is allowed. **Students may not use their own calculator.**
- Grade 11: Students must use a handheld calculator, preferably a graphing calculator. No calculator is provided by the MIST application.

## 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 on the [MIST Proctor Web site](#) at the documents link.

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 4 until all students are assigned to a Tester Station. When all testing computers are ready, and students are sitting at their assigned computers, read the Test Directions that follow.

# TEST DIRECTIONS

## ALL GRADES AND 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 10 of this manual. Make sure that each student is assigned to the correct testing computer.
2. Follow the instructions in the MIST Proctor Quick-Start Guide (**Administering the Test**) located on the [MIST Proctor Web site](#) at the documents link.
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 scratch paper and a pen or pencil.
6. Ensure that each student has been given the materials needed for the test administration. See page 9 of this manual.
7. Ensure that calculator usage rules are being followed as explained on page 9 of this manual. Only students taking the Grade 11 Mathematics test session should have a calculator provided, preferably a graphing calculator.
8. Ensure that each student is taking a test session with the same testing time. A list of test sessions and testing times is provided on page 8 of this manual. The only exception is for students with a time extension accommodation. These students may be tested with other students who do not have extended time.

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**

**Only what you submit on the computer will be scored. If you have any questions after you start the test, raise your hand. 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.

For Grade 11 Mathematics only,

**SAY**

**Everyone should have a calculator for use on this test. Raise your hand if you do not have a calculator.**

Pause. Make sure that each student has a calculator. Provide a calculator to any student who does not already have one.

**SAY**

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

At this point, the MIST application provides all of the remaining instructions to the students through the headphones. Assume that it takes 10 minutes for the students to read the directions and complete the sample items. Determine the starting and ending times accordingly. **RECORD THE STARTING AND ENDING TIMES AT THE FRONT OF THE CLASSROOM SO THAT ALL STUDENTS CAN READ THEM.** The times provided are estimated administration times for most students. Additional time may be provided if students require it. 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. 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. Destroy all scratch paper. Destroy all graph paper (Grade 8 and 11 Mathematics only).

**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).

