

# **Principal and Test Coordinator Manual for Science**



*Maine  
High School  
Assessment*

**Spring 2011**

Maine Department of Education

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**NOTE:** Additional copies of this manual and the *Test Administrator Manual* may be downloaded from the Internet at <http://www.maine.gov/education/mhsa/testmaterial.html> or photocopied as needed.

## OVERVIEW OF THE 2010-11 MHSA SCIENCE

1. The Maine High School Assessment (MHSA) in Science will test all publicly-funded Maine students in their third year of schooling since their initial enrollment into high school. SAT mathematics, reading, and writing results will be combined with the MHSA Science results to provide information about student achievement at the student, school, SAU, and state levels.
2. An MHSA Student Answer Booklet does **not** need to be returned for any student who is participating in science through alternate assessment (PAAP).
3. All students who participate in the MHSA must have a state student identification number in Infinite Campus State Edition (ICSE). That number must be included on every student's answer booklet, either on the pre-printed student identification labels provided by Measured Progress, or bubbled in Box B. This includes homeschooled students who may voluntarily choose to participate in the MHSA.
4. All student demographic data used for MHSA reporting will be the data entered by schools into Infinite Campus as of May 6, 2011.
5. A student questionnaire section is to be completed after the Science sections. The student questionnaire was developed in collaboration with the University of Maine's educational research department and focuses on student course taking patterns and post secondary aspirations. The questionnaire is designed to be completed in about 15 minutes.
6. All MHSA Science testing materials will be shipped from Measured Progress on March 17, 2011 and return testing materials will be automatically picked up by UPS on April 11, 2011.
7. Testing materials for a student who is partially enrolled in a special purpose private school are shipped directly to and from the special purpose private school.
8. Schools are responsible for supplying MHSA testing materials for enrolled students who are attending out-of-school regional programs, ensuring that testing occurs, and collecting and returning materials.

## NEW FOR 2011

A Principal Questionnaire and a Science Department Chair Questionnaire (see pages 18-20 for instructions and Appendix D and E for questionnaire questions) have been added to the Measured Progress iServices website to be completed online by principals and science department chairs by April 11, 2011.

## IMPORTANT CONTACT INFORMATION

### **Measured Progress (General Administration Questions)**

Measured Progress Test Administration Helpdesk (March 17-April 17) ..... (866) 615-2745  
Measured Progress General Questions (Year-round) ..... (800) 431-8901  
Additional Materials Requests ..... <http://iservices.measuredprogress.org>

### **Maine Department of Education (Policy Questions)**

Dan Hupp, State Director of Student Assessment ..... 624-6827  
OR  
[dan.hupp@maine.gov](mailto:dan.hupp@maine.gov)  
Susan Fossett, Alternate Assessment (PAAP) and Accommodations Policy ..... 624-6774  
OR  
[susan.fossett@maine.gov](mailto:susan.fossett@maine.gov)  
Rachelle Tome, Title 1 Director, AYP Compliance ..... 624-6705  
OR  
[rachelle.tome@maine.gov](mailto:rachelle.tome@maine.gov)  
Infinite Campus Helpdesk ..... 624-6896  
OR  
[medms.helpdesk@maine.gov](mailto:medms.helpdesk@maine.gov)

## ADDITIONAL MHSA ADMINISTRATION RESOURCES

Informational Letter #63 (1/31/11) provides a complete overview of the 2010 MHSA program. The letter can be accessed at: [http://www.maine.gov/tools/whatsnew/index.php?topic=edu\\_letters&id=191656&v=article](http://www.maine.gov/tools/whatsnew/index.php?topic=edu_letters&id=191656&v=article)

The Maine Department of Education in conjunction with The College Board and Measured Progress presented a one-hour webinar focused on all aspects of the spring 2011 MHSA administration on February 14<sup>th</sup>. Both the PowerPoint slides used in that webinar as well as the entire webinar presentation itself can be found at: <http://www.maine.gov/education/mhsa/training.html>.

## IMPORTANT DATES

MHSA Science Test Shipment Date ..... March 17, 2011  
MHSA Science Test Administration Window ..... March 28-April 8, 2011  
Automatic UPS Pick Up Date ..... April 11, 2011

## PURPOSE OF THE DOCUMENT

This manual provides information about test coordination and administration procedures for the MHSA Science test. For more information on this test and the Maine SAT Initiative, please visit the Maine Department of Education Web site at <http://www.maine.gov/education/mhsa/index.htm>. MHSA results for schools and SAUs will be reported on August 16, 2011.

Principals/test coordinators must read this manual thoroughly prior to testing, particularly the Scheduling and Standard Administration Requirements located on page 12. They must also be familiar with the instructions given in the *Test Administrator Manual* included with the MHSA Science testing materials and the *MHSA Operational Procedures* document located at <http://www.maine.gov/education/mhsa/opprocedures.html>.

Further questions or concerns about these documents and resources can be answered by calling the Measured Progress Test Administration Helpdesk at (866) 615-2745.

## OVERVIEW OF THE PRINCIPAL'S/TEST COORDINATOR'S RESPONSIBILITIES

The informed cooperation of every school principal/test coordinator is essential for ensuring that test administration proceeds smoothly, test materials are properly accounted for, and student responses are accurately analyzed. The instructions given in this manual and in the *Test Administrator Manual* must be followed closely by each principal/test coordinator and test administrator.

As principal, your primary responsibilities are for the overall test security and ethical administration of the assessment, scheduling logistics, materials handling, and training and supervision of all test administrators.

## TEST SECURITY AND ETHICS

The quality and usefulness of the assessment data generated by the MHSA Science assessment depends, in large part, on the uniformity of test administration and the security of test materials. Valuable information about student achievement of content standards measuring *Learning Results* effectiveness will be seriously compromised if test security is not strictly implemented and maintained. School principals are responsible for ensuring that the MHSA Science administration takes place in accordance with these guidelines. Duplication of any portion of the secure test materials is strictly forbidden, including but not limited to audio-taping, videotaping, photographing, photocopying, and handwritten copying. No test or answer booklet and no student work, including any record of computer-generated responses may be retained, discarded, recycled, removed, or destroyed unless permission has been requested and received due to hazardous material contamination.

### PRINCIPAL'S RESPONSIBILITIES

As principal, you are ultimately responsible for the security of test materials while they are in your school building. It is critical that you or your designee

1. inform staff and students of these test security and ethical considerations,
2. inventory the test materials received by your school,

3. monitor the distribution and use of these materials,
4. secure test materials immediately after each testing day/section, and
5. ensure complete and error-free return of materials to the testing contractor when testing is completed.

The MHSA Science results will be combined with SAT mathematics, reading, and writing results to provide information about student achievement at the student, school, SAU, and state levels. The accuracy and value of this information is directly influenced by how staff and students handle test materials and how students respond to test questions. Staff must be notified that using current test materials to familiarize students with test-taking strategies is a violation of test security and testing procedures.

As principal you are also responsible for ensuring that students are properly instructed in the use of test materials and are given the opportunity to do their best. You or your designee must ensure that:

1. students have been informed about the importance of the MHSA Science assessment before testing begins; that their test results will be included in their permanent school records; a copy of the test results will be provided to their parent(s) or guardian(s); and test results will be used by teachers to help improve academic performance.
2. students are informed about test security and ethical considerations; do not participate in any form of cheating; only provide answers that are strictly their own; do not consult notes, textbooks, or other teaching materials; do not share test questions with other students; or do not consult other students, staff, or anyone else accessible to them during test administration.
3. each student receives a set of test materials, uses only that assigned set of test materials, and handles and completes the materials properly.
4. students are informed that they will have a specific amount of time to complete each test section.
5. students are informed that they will be required to make up a test section if it is missed due to absence from school, and they are encouraged to avoid being absent during the test administration.
6. students are informed that responses identified in the scoring process indicating that the student's physical/emotional health or personal safety may be in jeopardy or that the student may be a threat to others may be referred to appropriate local SAU personnel. All referrals are confidential and any decisions connected with these referrals are under the jurisdiction of the local SAU.

Principals/Test Coordinators or Test Administrators should call Dan Hupp, State Director of Student Assessment, at the Maine Department of Education, at 624-6827 if questions arise, or if any situation occurs that could cause any part of the test administration to be compromised.

## **PENALTIES**

Failure to comply with the administration and security requirements described in this document may result in one or more of the following penalties:

- delay in reporting of student, school, or SAU results,
- invalidation of student, school, or SAU results, and/or
- investigation by the Department of Education for possible certification action.

## CHECKLIST FOR PRINCIPALS/TEST COORDINATORS

NOTE: This checklist is provided as a summary only. Refer to other sections for complete information.

### PRIOR TO TESTING

- Read this *Principal and Test Coordinator Manual* and a *Test Administrator Manual*.
- Read the *MHSA Operational Procedures* document located at <http://www.maine.gov/education/mhsa/opprocedures.html>.
- Notify staff, students, and parents about testing and discourage absences.
- Determine the testing schedule for your school. Test administration should begin early in the testing window to allow time for makeup testing.
- Schedule a training meeting for all staff who will administer the test to review essential information, including test security and ethics, and the testing schedule. Distribute and review procedures in the *Test Administrator Manual*. Ensure that any absent staff is subsequently trained. Additional manuals are available electronically at <http://www.maine.gov/education/mhsa/testmaterial.html>.
- Arrange for testing of students who require accommodations and ensure that staff who will administer this testing have been trained. Students must use the same accommodations for the MHSA as they will use for the SAT, and all MPO accommodations must be approved by a team of educators.
- Use the *Material Summary* form to inventory test materials. Call the Test Administration Helpdesk at (866) 615-2745 to report or resolve any discrepancies prior to testing. Locate and keep the *Material Summary* form for use in completing the online *Principal Certification of Proper Test Administration (PCPA)* following testing. Save cartons for return shipping.
- Locate the instructions for completing the online *Principal Certification of Proper Test Administration* and keep in a safe place until completion of testing.
- Ensure that sufficient copies of one (or more) test form(s) are removed from testing materials for students and test administrators who will receive/administer the read-aloud accommodation. Remaining test forms should then be counted and distributed in the order in which they were received.
- Prepare test material tracking documents or use the sample document in Appendix A, as necessary.
- Ensure that all Infinite Campus State Edition student information is complete and correct before May 6, 2011. No corrections to student data will be allowed after that date.

### DURING TESTING

- Maintain test security in all settings and locations.
- Ensure that all approved accommodations are provided correctly to students as appropriate.
- Secure test materials immediately after each testing day/section.
- Monitor/observe test administration in your school and be available to answer questions as necessary.
- Maintain a list of absent students to assure makeup testing occurs
- Maintain a list of students moving in and out of your school to ensure testing is conducted according to MHSA policies.
- Observe and document the destruction of any student test or answer booklets that are contaminated with hazardous biological matter once approval has been granted by Measured Progress.

**REFER TO THE CHECKLIST ON PAGE 15 WHEN TESTING IS COMPLETE.**

## PREPARING FOR TEST ADMINISTRATION — MATERIALS

### INVENTORY AND STORE TEST MATERIALS

Instruct your school staff (custodians, support staff, and others) to notify you immediately upon receipt of the materials. Testing materials may be easily identified by the Measured Progress information on the carton(s).

**IF YOU HAVE NOT RECEIVED YOUR TEST MATERIALS BY NOON ON MARCH 22<sup>TH</sup>, IMMEDIATELY CALL THE TEST ADMINISTRATION HELPDESK AT (866) 615-2745.**

Inventory the test materials immediately upon receipt. The *Material Summary* form provides the total number of materials shipped to your school. Using the *Material Summary* form, mark the quantity of each item shipped in the “Qty Received” column. (See Appendix C for a sample of the *Material Summary* form.) This is your record of what was received. It is important that all materials are counted prior to testing. Any discrepancy between what is noted on your *Material Summary* form and the actual count must be reported immediately to the Test Administration Helpdesk (866) 615-2745 and recorded in the “Qty Received” column of *Material Summary* form. Additional materials may be ordered online at <http://iservices.measuredprogress.org>. Keep the *Material Summary* form for use in completing the online *Principal Certification of Proper Test Administration (PCPA)* following testing.

The testing materials are listed below. Save the cartons for return mailing.

<b>Administrative Materials</b>	
<b>MHSA Item</b>	<b>Notes</b>
<i>Material Summary</i> Form	Use this form to inventory materials; check quantities under the heading “Qty Received” and after testing “Qty Returned.”
Packing Slips	These documents are used by Measured Progress to fill the shipping order and will appear in every carton. Please disregard the packing slips.
UPS Return Service Labels	Affix one label to each carton when returning test materials.
Envelope containing pre-printed student ID labels and instructions	A student label was printed for each student enrolled in your school as of March 4, 2011 and should be affixed to each student’s answer booklet <b>after</b> testing is completed. (Does not apply to PAAP or homeschooled students.)
White plastic envelope(s) labeled with “For Return of Used Answer Documents Only”	<b>The envelopes are provided for the return of ALL used Student Answer Booklets except for those requiring placement in the Special Handling envelope.</b>
White plastic envelope labeled “Special Handling”	This envelope should be used for any set(s) of test materials needing extra attention according to directions in this manual. Please include an explanatory letter on school letterhead with any test materials returned in this envelope.
Instructions for completing <i>Principal Certification of Proper Test Administration (PCPA)</i>	The <i>Principal Certification of Proper Test Administration (PCPA)</i> will be completed online. The instructions may be discarded after completion.
<i>Test Administrator Manual(s)</i>	Extra copies may be duplicated at your school, if needed, or downloaded from <a href="http://www.maine.gov/education/mhsa/testmaterial.html">http://www.maine.gov/education/mhsa/testmaterial.html</a> .
<i>Principal and Test Coordinator Manual</i>	Each school will receive one of these manuals. Extra copies may be duplicated at your school if needed or downloaded from <a href="http://www.maine.gov/education/mhsa/testmaterial.html">http://www.maine.gov/education/mhsa/testmaterial.html</a> .

<b>Secure Testing Materials</b>	
Large-print test packets (if applicable)	The large-print version of the test comes with a regular test booklet for the test administrator’s reference, an answer booklet, and special administration instructions. If necessary, the test administrator must transcribe the student’s answers into the regular Student Answer Booklet.
Braille test packets (if applicable)	The Braille version of the test comes with a regular test booklet for the test administrator’s reference, an answer booklet, and special administration instructions. The test administrator must transcribe the student’s answers into the regular Student Answer Booklet.
Student Test Booklets	The number of Student Test Booklets in each shrink-wrapped pack is indicated on the front of the pack.
Student Answer Booklets	The sets of answer booklets are shrink-wrapped in the same quantities as the test booklets. These are generic to all forms of the test until a student bubbles in the test booklet form number on page 2 of the answer booklet as he or she begins testing.

Designate a **secure** location for the storage of all test materials when they are not being used. Only the principal or test coordinator should have access to this secure storage location.

Under no circumstance should anyone have access to test materials other than trained school personnel designated by you to be directly involved with test distribution or administration and third-year high school students during the actual test administration. You are responsible for protecting test materials from being viewed by unauthorized individuals or used to prepare students for the test, from receipt of the materials by your school until their return shipment to Measured Progress.

Save the original carton(s) for the return of test materials. Each carton carries a pre-printed bar code label identifying testing materials for your school. Please do not remove, destroy, or deface this label; the information on the label will expedite tracking of returned test materials.

### **PREPARE THE TRACKING DOCUMENTS**

You are responsible for the security of test materials and developing a system for tracking test materials while they are on school premises. You must be able to

- verify that testing materials are being distributed accurately and in accordance with test security and ethics requirements,
- identify the location of materials at any given time during test administration, and
- locate any misplaced materials.

A sample School Test Materials Tracking Form is enclosed in Appendix A of this manual. You may modify this document or create your own. Tracking documents should be attached to any and all containers used to distribute test materials during test administration. Tracking documents should be stored securely with test materials when not in use.

Each individual authorized by you to be involved in the handling and security of test materials as they are moved within your school should be an education professional employed by the SAU and thoroughly

familiar with principal/test coordinator and test administrator responsibilities. This individual must be present whenever testing materials are being used or transported in the school building.

Investigate immediately any irregularity in the use of tracking documents or in the information they contain. Any loss of testing materials should be immediately reported to the Test Administration Helpdesk at (866) 615-2745, documented on the *Material Summary* form, and recorded in the comments box of the online PCPA when testing is complete.

You should retain the tracking documents at the conclusion of testing. It is recommended that you store the tracking documents in a secure location after the conclusion of the MHSA Science administration for future reference regarding test materials and their distribution.

## **PREPARING FOR TEST ADMINISTRATION — STUDENT RELATED INFORMATION**

### **DETERMINE HOW STUDENTS WILL PARTICIPATE**

It is expected that all students, with the exception of those for whom a PAAP for science will be submitted, will take part in the MHSA Science assessment, either through standard administration or administration with accommodation(s). As principal, you must ensure that this occurs.

Accommodations decisions should have been made by the Individualized Education Program (IEP) Team and documented in the IEP for students receiving special education services. Decisions for students not served through an IEP should be made by a team as described in the *2010-11 Policies and Procedures for Accommodations and Alternate Assessment to the Maine High School Assessment (MHSA)* and documented in the student's cumulative folder.

Students who will use accommodations on the SAT, either approved by The College Board or for Maine Purposes Only, should use the same accommodations for the Science test. The list of accommodations approved for Maine Purposes Only may be found in the *2010-2011 Policies and Procedures for Accommodations and Alternate Assessment to the MHSA* posted on the Maine Department of Education Web site at <http://www.maine.gov/education/mhsa/policiesprocedure.htm>.

Only students who have been approved for special consideration by the Maine Department of Education due to specific circumstances may not participate in the MHSA. Please see the *MHSA Operational Procedures* document at <http://www.maine.gov/education/mhsa/opprocedures.html> for guidance on these and other participation issues such as students who move during the testing window.

### **NOTIFY STUDENTS AND PARENTS**

Prior to testing, the principal or test coordinator must do the following:

- Notify parents and students of the purpose for and use of the test and testing schedule for your school, discourage absences during test administration, and explain the need for makeup testing sections.
- Explain the “Test Security and Ethics” considerations in this manual to the students.
- Notify students that they must bring a number two pencil to each testing section.

Homeschooled students may be permitted to participate in the MHSA Science administration in your building at your discretion. You will not receive a student identification label for homeschooled students. Instead, you must fill in boxes A, B, and C on page 1 of the Student Answer Booklet. Homeschooled students who voluntarily participate must have a state student identification number.

## PREPARING FOR TEST ADMINISTRATION — SCHEDULE/ENVIRONMENT

### SCHEDULING AND STANDARD ADMINISTRATION REQUIREMENTS

Following the requirements described in the box below, develop a testing schedule for your school prior to March 28, 2011. Concurrent test administration allows the testing environment to be standardized and minimizes potential test security problems. Test administration should begin early in the testing window to allow time for makeup testing.

- **Schedule two 50-minute Science sections, and one 15-minute Student Questionnaire Section between March 28<sup>th</sup> and April 8<sup>th</sup>.**
- **All third-year high school students within a school must be tested in the same Science sections simultaneously, either on a single day or multiple days within the testing window. The only exceptions to this rule are for makeup testing and students with accommodations.**
- **The Sections must be administered in order. Section 1 must precede Section 2. The Student Questionnaire in Section 3 must be administered last.**
- **Makeup testing must be completed within this window.**

Classrooms experiencing a unique situation in test administration that affects testing time should contact Dan Hupp at the Maine Department of Education at 624-6827.

### TESTING ENVIRONMENT

The tests (when possible) should be administered in a classroom setting. Auditoriums, cafeterias, libraries, hallways, study halls, and other non-classroom settings may be uncomfortable, noisy, and distracting to the student, and are therefore not ideal test settings. You should ensure the test is administered in rooms with adequate lighting, ventilation, space, and furniture to enable students to work comfortably and without disruption.

Designate enough classroom spaces in your schedule to allow for

- all students to be tested at the same time with sufficient personal testing space per student to eliminate the opportunity for cheating,
- separate classroom space for makeup testing,
- accommodations to be provided for students who have been approved to receive them.

**Note:** For the Science test, **unlike the SAT**, students using College Board approved accommodations and those using Maine Purposes Only accommodations may be tested in the same space.

### MAKEUP TESTING

It is important that every third-year high school student complete the MHSa Science test including makeup testing by April 8<sup>th</sup>, 2011. Test administration should begin early in the testing window in order to complete all makeup testing. It is recommended that test coordinators maintain a list of absentees/test sections missed during testing. See a sample *Student Enrollment Update Record* designed for this purpose in Appendix B. Plan times into your schedule for makeup test sections to be administered by trained school personnel.

## PREPARING FOR TEST ADMINISTRATION — PERSONNEL

### DESIGNATE TEST ADMINISTRATORS

Designate enough trained test administrators to ensure that

- each test section can be administered simultaneously to all students being tested in your school,
- students can be tested in a classroom setting that provides sufficient testing space per student to eliminate the possibility of cheating,
- students who need them are properly provided with appropriate accommodations in accordance with any policies that apply to the accommodation(s), and
- makeup sections will be supervised.

**NOTE:** When scheduling test administrators for students who will receive the read-aloud accommodation, a reader trained in test administration may read the same test form to multiple students at the same time.

### TRAIN TEST ADMINISTRATORS

Schedule a training meeting with all school staff who will be administering the MHSa Science test, including education technicians, as necessary. Prior to the training meeting, distribute a copy of the *Test Administrator Manual* to each designated test administrator and notify them that they must read the manual thoroughly prior to the meeting. If additional copies are required, the manual and instructions may be duplicated or printed from the Maine Department of Education's Web site, at <http://www.maine.gov/education/mhsa/testmaterial.html>. During the meeting, show and discuss the Test Administrator training webinar, available at <http://www.maine.gov/education/mhsa/training.html>, or direct them to view the webinar at their convenience.

During the meeting with test administrators the test coordinator should

1. review test security and ethical considerations and the need for staff to follow *Test Administrator Manual* instructions and scripts.
2. provide student assignments and discuss any accommodations that will be provided to students.
3. notify the test administrators of the testing schedule for your school including the makeup schedule and assignments.
4. inform the test administrators about test material tracking procedures and documents.
5. explain the requirement to distribute test booklets in the order in which they are packaged, except for students receiving the read-aloud accommodation.
6. provide test administrators with number two pencils for student use.
7. explain that students will not bubble in any information on page 1 of the Student Answer Booklet due to the use of labels, and that each student must legibly write his or her name and school name in the top left corner of page 1 of the Student Answer Booklet. This information will be used by the principal/test coordinator to affix pre-printed student labels on each Student Answer Booklet AFTER testing is completed.
8. answer questions regarding test administration procedures.

## **CONDUCTING TEST ADMINISTRATION**

### **DISTRIBUTING/MONITORING TEST MATERIALS**

Schools may choose one form for each small group of students who have been identified as requiring the read-aloud accommodation. Remove sufficient numbers of testing materials for each form being used in small groups before distributing class packs of Student Test Booklets and Student Answer Booklets to test administrators immediately prior to the test section. Also provide large print and Braille test materials to the test administrators, as applicable, at this time.

Monitor correct use of tracking documents and ensure compliance with test security guidelines. Investigate immediately any irregularity in the use of tracking documents or in the information they contain.

### **MONITORING TEST ADMINISTRATION**

It is recommended that you observe and/or maintain close contact with all test administrators during the testing window to answer any questions or address any issues that may arise.

It is also recommended that you maintain a list of any students who need makeup testing as well as a list of those who did not complete the entire MHSA, such as students who move in or out of your school. You may also wish to document any homeschooled students who participate voluntarily. These lists will assist you in MHSA report verification later in the year. See Appendix B for a sample form included for this purpose.

Circumstances over which you have no control (fire drills or power failures, for example) may interrupt testing. Interruptions should not reduce the total amount of time students are given to complete the test section. When normal conditions are restored, resume testing.

If a student should become ill during testing, resulting in testing materials becoming contaminated with hazardous biological matter such as blood or vomit, please contact the MHSA Test Administration Helpdesk (866-615-2745) for guidance immediately.

Call Dan Hupp, State Director of Student Assessment, at the Maine Department of Education at 624-6827 immediately if any situation occurs that could cause test administration to be compromised.

## CHECKLIST FOR CONCLUDING TEST ADMINISTRATION

NOTE: This checklist is provided as a summary only. Refer to the following sections for complete information.

### AFTER TESTING

- Collect and inventory all test materials from each test administrator and any regional programs that received materials from your school.
- Confirm that no paper has been taped, pasted, stapled or otherwise attached to the Student Answer Booklets.
- Affix each student's identification label at the bottom of page 1 of the Student Answer Booklet over the words "Affix Student ID Label Here," taking care that the correct label is placed on each answer booklet.
- Note: **Do not return** test materials that have been contaminated with hazardous biological matter such as blood or vomit.
- Insert any student's set of test materials requiring special handling into the envelope labeled "Special Handling" along with a signed letter explaining the need for special handling.
- Inventory all materials using the *Material Summary* form. Mark the quantity packed for each item under the heading "Qty Returned" on the form. You may note any concerns under the "Comments" section.
- Use the information collected on the *Material Summary* form to complete the online *Principal Certification of Proper Test Administration* form. Include any concerns in the comments box.
- Complete the Principal Questionnaire online.
- Instruct Science Department Chairs to complete the Department Chair Questionnaire online.
- Pack test materials in shipping boxes for return to Measured Progress following the instructions on page 20. All secure materials must be returned to Measured Progress.

## CONCLUDING TEST ADMINISTRATION

### COLLECTING ALL STUDENT TEST MATERIALS

Collect and inventory all testing materials upon completion of the test administration. Ensure that all test materials, used and unused, including makeup materials, have been returned by each test administrator and regional program, including Student Test Booklets, Student Answer Booklets, and *Test Administrator Manuals*. Only test or answer booklets that have been contaminated by hazardous biological matter may be destroyed by the principal once approval has been requested and granted.

Ensure that each Student Answer Booklet is in good condition, free of stray marks and eraser bits; that erasures have been made completely; and that there are no rubber bands, paper clips, staples, and extraneous paper attached. Put aside any answer booklets that appear to be damaged such as those that are ripped, have holes, or became wet or stained with non-hazardous material for later packing in the Special Handling envelope. These will be packed in a special envelope. Do not staple, glue, tape, or in any way affix paper print-outs of student responses into the Student Answer Booklet for students who were provided with accommodation MR4 (student use of word processor). Label each word processed page created due to accommodation MR4 with the student's name and state student ID number, school name, test section number, and question number. Staple all these pages together, place them anywhere in the Student Answer Booklet, and then return the answer booklet in the Special Handling envelope with a letter explaining why it is included in the envelope.

### COMPLETING INFORMATION ON STUDENT ANSWER BOOKLETS

The student information necessary to compile data used for MHSAs reporting will be provided by the Infinite Campus State Edition (ICSE). Labels included within the testing materials reflect students who were enrolled in your school in ICSE as of March 4, 2011. All students must be enrolled or exited from your school accurately in ICSE by May 6, 2011 for MHSAs reporting. No corrections to individual student records for MHSAs reports will be made or accepted by MDOE after that date.

Place each student's identification label provided by Measured Progress at the bottom of page 1 of the Student Answer Booklet over the words "Affix Student ID Label Here," taking care that the correct label is placed on each answer booklet. This step is critical to reporting student results. Incorrectly affixing the labels may result in inaccurate or no scores for the affected student(s).

If you do not have a pre-printed identification label provided by Measured Progress for a student, first enroll the student in ICSE and then fill in boxes A, B, and C on page 1 of the Student Answer Booklet. An Infinite Campus state student ID number must be provided for every student.

If you have a label for a student who is participating in the science assessment through a PAAP, destroy and discard the label.

If you have a label for a student who is no longer enrolled in your school, ensure that Infinite Campus State Edition has been corrected since March 4, 2011 and then destroy and discard the label.

## PREPARING TEST MATERIALS FOR RETURN

After collecting all test materials, please follow the instructions below separately before packing any materials.

1. Inventory all materials using the *Material Summary* form. Mark the quantity packed for each item under the heading “Qty Returned” on the form. Note: Materials that do not need to be returned to Measured Progress are shaded out in the “Qty Returned” cell. If any test booklets containing hazardous biological matter were approved for destruction by Measured Progress, note this on the *Materials Summary* form.
2. Do not use rubber bands, staples, or paper or binder clips when repackaging materials.
3. Separate used and unused test materials. Place all “used” Student Answer Booklets that do not require special handling in the white Answer Documents envelope. These are the only materials, except for materials that receive special handling, which will be scored. Do not pack these envelopes in the cartons yet.
4. Place all “used” Student Answer Booklets that require special attention in the Special Handling envelope. A letter written by the Principal or Test Coordinator on school letterhead should be included with special handling materials explaining why these booklet(s) should be handled separately from the rest of the booklets being returned. Examples of Student Answer Booklets that require special handling are those that cannot be machine scanned, such as those that are damaged (torn or wet\*) or contain word processed pages for students requiring accommodation MR4 (student use of word processor). The word processed pages should be prepared according to instructions specified in this manual. Call the MHSA Test Administration Helpdesk at (866) 615-2745 to discuss details of non-routine administration situations.  
\*Do not return test materials to Measured Progress that have been contaminated with hazardous biological matter, such as blood or vomit. Refer to page 14 for more information. If a booklet is wet due to non-biological matter, please let the booklet dry before inserting it into the Special Handling envelope.
5. Set all “used” Student Test Booklets, including large print and Braille test booklets, aside for packing. Large print materials may be folded to fit in the carton.
6. Set all “unused” test and answer booklets, including those that were marked “VOID” during test administration, aside for packing. VOID answer booklets may include incorrectly labeled booklets.
7. Retain the list of any students who did not complete the MHSA in your school for use in verifying MHSA reports.
8. Use the *Instructions for Completing the Principal Certification of Proper Test Administration (PCPA)* provided in your test shipment to complete this form online.

## COMPLETING THE ONLINE PRINCIPAL'S CERTIFICATION OF PROPER TEST ADMINISTRATION (PCPA) AND PRINCIPAL QUESTIONNAIRE

The online *Principal's Certification of Proper Test Administration* (PCPA) form is a record of the materials you have received and are returning. You will certify that the test administrators have been trained and administration of the test has been completed according to the requirements in this *Principal/Test Coordinator Manual*. You should complete this form online after testing is finished, but BEFORE UPS comes to pick up materials on April 11, 2011. To complete the PCPA, please follow the directions below. You may use the information you collected on your *Material Summary* form to complete the PCPA. Your school's login username and password are located on the PCPA instructions sheet included in your test shipment.

An online Principal Questionnaire, new for this year, is also available from the 'selection' screen following login for the PCPA. Please follow the instructions below to complete the Principal Questionnaire. The questions are provided in Appendix D for reference, but please submit the questionnaire online by April 11, 2011.

1. Locate the PCPA instruction sheet containing the username and password for your school; this sheet was included with the administrative materials that were shipped to your school.
2. Go to <http://iservices.measuredprogress.org>.
3. Select "Maine" from the drop-down list and click "Enter."
4. Select "Principal Certification and Questionnaire" from the options in the column on the left side.
5. Enter your username and password from the PCPA instruction sheet and click on "Login."
6. Click on 'Complete Information for MHSA' to complete the PCPA form. Using the information recorded on your *Material Summary* form, enter the materials received, used, and returned in the corresponding boxes. If there are any discrepancies in the materials shipped to and/or returned by your school, document this in the "Comments" box of the PCPA. This would include any test or answer booklets destroyed due to contamination by hazardous biological matter.
7. To submit the form, you will type your name in the box marked "Principal Signature," enter your password in the "Password" box (the same password used for login), and click on "Submit this form." If you would like to correct the information entered, click on 'Correct my information' to return to the form.
8. Once you correctly submit the form, you will see the message, "Thank you for completing the Principal's Certification of Proper Test Administration" displayed with links to 'Download and Print the PDF,' 'Return to Grade Selection,' or 'Return to iServices.'
9. It is not necessary to return a printed and signed copy of the PCPA form; an electronic form, submitted online, is all that is required (your digital signature affirms a proper test administration). You may print a copy for your school records.
10. From the 'Grade Selection' screen, you may select 'Complete the Principal/Test Coordinator Questionnaire' and follow the directions on the screen.
11. To access the Principal Questionnaire from the home page follow the instructions 1-5 above. Click on 'Complete the Principal/Test Coordinator Questionnaire' and follow the directions on the screen.
12. Please contact the Measured Progress Test Administration Helpdesk at 1-866-615-2745 if you have any questions about submitting your *Principal's Certification of Proper Test Administration* or your Principal Questionnaire.

## COMPLETING THE DEPARTMENT CHAIR QUESTIONNAIRE

New for this year, please instruct your Science Department Chairs to complete the online questionnaire by following the directions below; no password information is required. The questions are also included in Appendix E for reference, but please submit all questionnaires online by April 11, 2011. You may copy Appendix E of this manual as a handout if needed.

1. Go to <http://iservices.measuredprogress.org>.
2. Select “Maine” from the drop-down list and click “Enter.”
3. Select “Department Chair Questionnaire” from the options in the column on the left side and follow the online directions to submit the questionnaire.
4. Please contact the Measured Progress Test Administration Helpdesk at 1-866-615-2745 if you have any questions about submitting your Department Chair Questionnaire.

## PACKING TEST MATERIALS

Please use the original carton(s) for return shipment of materials. If all of the materials below fit into one carton, you may return just one carton. The bar code label on the carton should be intact and unobscured. If the bar code label is missing, write your school name and return address on the carton. Remove, cross out, or tape over any old address labels.

Please pack the carton(s) for return shipment to Measured Progress as follows:

<b>Top of Carton</b>
Special Handling Envelope, if used (If you have no special handling materials you may discard this envelope.)
Envelope containing <b>used</b> Student Answer Booklets to be scored
All Student Test Booklets, including large print and Braille tests, and unused/void Answer Booklets
<b>Bottom of Carton</b>

**Materials that DO NOT need to be returned to Measured Progress and should be discarded:**

- *Principal and Test Coordinator Manual*
- *Test Administrator Manual*
- *Principal Certification of Proper Test Administration (PCPA)* instructions
- *Material Summary*
- Unused Student ID Labels
- Packing Slips
- Unneeded envelopes
- Extra cartons
- Extra UPS Return Service Labels

Reseal each carton using heavy-duty packing tape and adhere one UPS Return Service Label (provided) to each carton.

All test materials will be automatically picked up by UPS on April 11, 2011. Please make sure the shipment is ready by the end of the day on April 8<sup>th</sup> as UPS pick-up times will vary on the 11<sup>th</sup>. Please do not contact UPS directly. Arrangements have already been made for the pick up of test materials. MHSA testing materials that are ready for return before April 11<sup>th</sup> may be given to a UPS driver who arrives for other deliveries. (Do not call UPS directly or you will be charged for the pick-up.) Also, please be aware that a UPS driver will still appear on the 11<sup>th</sup> even if you've returned all the materials. You can simply let the UPS driver know that all the materials were already returned.

**Thank you for your participation and assistance in the administration of the MHSA Science assessment.**



## APPENDIX B

### (Optional) – MHSA Science Student Enrollment Update Record 2011

All Maine third-year high school students are required to participate in the MHSA Science testing, as documented in the *MHSA Operational Procedures* found at: <http://www.maine.gov/education/mhsa/opprocedures.html>. However, some unexpected participation issues may occur due to changes in enrollment, illness, or other situations. It is recommended that you track these situations, using this form or one of your own design, to serve as the school's record for use in verifying MHSA participation. This information should be stored in a secure place and accessible to you during the MHSA report verification window. Copy and attach additional forms as needed.

In the cells below, please write the students' Infinite Campus state student ID numbers, names, and the reason they are not able to participate.

School \_\_\_\_\_ SAU \_\_\_\_\_  
Person Completing Form \_\_\_\_\_

Infinite Campus State Student ID Number	Last Name	First Name	Reason for Non-Participation

# APPENDIX C



50 Education Way  
Dover, NH 03820

## SAMPLE MATERIAL SUMMARY FORM

**Ship To:**

<b>MP Ship Code:</b>	000000000001234	<b>Date Packed:</b> March 17, 2011	
<b>Contract:</b> 1234	<b>Contract Name:</b> MHSA	<b>Administration:</b> 2010-2011	
<b>County Code:</b>	<b>County Name:</b>	<b>SU Code:</b>	<b>Superintendent Unit Name:</b>
<b>District Code:</b> 1234	<b>SAU Name:</b> MSAD 99		
<b>School Code:</b> 1234	<b>School Name:</b> Pine Tree High School	<b>Grade:</b> 11	<b>Enrollment:</b> 23
<b>Total Boxes Shipped:</b>		2	

Box Label: 000000012345678	Unit	Qty Shipped	Qty Received	Qty Returned
<b>Content</b>				
Material Summary Form	EA	1		
Principal Certification Instructions	EA	1		
UPS Return Service Labels	EA	2		
Envelope containing pre-printed Student ID Labels	EA	1		
Plastic envelope(s) labeled "For Return of Used Answer Documents Only"	EA	1		
Plastic envelope labeled "Special Handling"	EA	1		
<i>Test Administrator Manual(s)</i>	EA	3		
<i>Principal and Test Coordinator Manual</i>	EA	1		

Box Label: 00000001234567	Unit	Qty Shipped	Qty Received	Qty Returned
<b>Content</b>				
Large-print test packets	EA	1		
Braille test packets	EA	0		
Student Test Booklets	EA	25		
Student Answer Booklets	EA	25		

Comments:

## APPENDIX D

Principal/Test Coordinator Questionnaire Questions	
Question	Possible Answers
1: Choose the response to the prompt that best describes how your school/district integrates research-based information on student preconceptions in science into teacher professional development.	A. Every science PD session B. Occasionally C. We don't use it D. We don't know about this E. We don't offer science PD
2: Check all that you use regularly. "We use the following materials to support science curriculum development."	Maine <i>Learning Results</i>
	Benchmarks for Science Literacy
	National Science Education Standards
	Conceptual Framework (NRC)
	Textbooks
	Science materials/kits
	Ready, Set, Science!
	Teacher judgment
3: How well do you believe your school's science program prepared your students for the MHS A science sections?	A. Well B. Somewhat well C. Not well
4: What is the minimum number of years of science courses students at your school are required to take?	A. 2 B. 3 C. 4 D. other
5: What percentage of students at your school graduate with <b>2</b> years of science courses?	A. 0-20% B. 21-40% C. 41-60% D. 61-80% E. 81-100%
6: What percentage of students at your school graduate with <b>3</b> years of science courses?	A. 0-20% B. 21-40% C. 41-60% D. 61-80% E. 81-100%
7: What percentage of students at your school graduate with <b>4</b> years of science courses?	A. 0-5%                      E. 21-40% B. 6-10%                    F. 41-60% C. 11-15%                  G. 61-80% D. 16-20%                  H. 81-100%
8: What percentage of students at your school graduate with <b>more than 4</b> years of science courses?	A. 0-5%                      E. 21-40% B. 6-10%                    F. 41-60% C. 11-15%                  G. 61-80% D. 16-20%                  H. 81-100%

## APPENDIX E

Science Department Chair Questionnaire Questions	
Question	Possible Answers
1: Choose the best response. "I use research-based information on student preconceptions in science to understand what my students know."	A. Every unit B. Occasionally C. I don't use it. D. I don't know about this research base.
2: Check all that you use regularly. "We use the following materials to support science curriculum development."	Maine <i>Learning Results</i> Benchmarks for Science Literacy National Science Education Standards Conceptual Framework (NRC) Textbooks Science materials/kits Ready, Set, Science! Teacher judgment
3: What best describes your high school science program?	A. A curriculum developed from research-based, inquiry approach materials/kits B. A curriculum developed from research-based, inquiry approach materials/kits in which strategies for reading, writing, and talking about science are integrated into instruction C. A curriculum developed by local teachers D. A textbook series or collection of textbooks
4: How familiar are you with science content standards D "The Physical Setting" and E "The Living Environment" of the Maine Learning Results, Parameters for Essential Instruction?	A. very familiar B. somewhat familiar C. not familiar
5: How often do you use the science simulations on the MLTI laptop image (NetLOGO, Ecobeaker Maine Explorer, or Wolf Quest)?	A. regularly B. occasionally C. never D. have never heard of them E. do not have MLTI laptops
6: How useful have you found NetLOGO, the science tool on the MLTI laptop?	A. very useful B. somewhat useful C. not useful D. have not used
7: How useful have you found Wolf Quest, the science tool on the MLTI laptop?	A. very useful B. somewhat useful C. not useful D. have not used

Science Department Chair Questionnaire Questions Continued	
Question	Possible Answers
8: How useful have you found Ecobeaker Maine Explorer, the science tool on the MLTI laptop?	A. very useful B. somewhat useful C. not useful D. have not used
9: How well do you believe your science program prepared your students for the science sections on the MHSA?	A. Students were well prepared. B. Students were somewhat well prepared. C. Students were not well prepared.
10: Choose all that apply. "Science professional development I participate in..."	Is required by the school
	Is not required by the school
	Is directly related to the content I teach students
	Is not necessarily directly related to the content I teach
	Includes instructional strategies for teaching science effectively
11: What is the minimum number of years of science courses students at your school are required to take?	A. 2 B. 3 C. 4 D. other
12: What percentage of students at your school graduate with <b>2</b> years of science courses?	A. 0-20% B. 21-40% C. 41-60% D. 61-80% E. 81-100%
13: What percentage of students at your school graduate with <b>3</b> years of science courses?	A. 0-20% B. 21-40% C. 41-60% D. 61-80% E. 81-100%
14: What percentage of students at your school graduate with <b>4</b> years of science courses?	A. 0-5%                      E. 21-40% B. 6-10%                    F. 41-60% C. 11-15%                  G. 61-80% D. 16-20%                  H. 81-100%
15: What percentage of students at your school graduate with <b>more than 4</b> years of science courses?	A. 0-5%                      E. 21-40% B. 6-10%                    F. 41-60% C. 11-15%                  G. 61-80% D. 16-20%                  H. 81-100%



