

Math  
Benchmark  
**#1**

**Fall 2020**

**Test Administrators**  
**Manual**

**2020-2021**

**Grades**  
**3-5**

# Math Grades 3-5 Test Examiner’s Manual

## PGCPS Benchmark—Test 1

### Test Description

The Math Benchmark #1 consists of a mix of selected response and constructed response items, administered over one test session.

Test	Number of Items	Time
Grade 03 Math	10	45 minutes
Grade 04 Math	12	45 minutes
Grade 05 Math	12	45 minutes
Accelerated Math 1	12	45 Minutes

### Testing Cautions: Coaching Prohibited.

Make sure that all students understand the directions for taking the test. The Test Examiner or the proctors **may** assist the students with the mechanics of test taking, such as helping students find the correct place in the online test or how to use accessibility features online. **However**, no one should provide assistance that will inadvertently or otherwise indicate an answer; this is a test, not a learning activity. Do not indicate the correct response to any question with the exception of sample questions if applicable.

### Testing Accommodations

Testing accommodations for Special Education students, English Language Learner (ELL) students, and students with disabilities covered under Section 504 must be approved and documented according to the procedures and requirements outlined in the document, *The Maryland Assessment Accessibility & Accommodations Policy Manual (July, 2017)*. No accommodations may be made for students merely because they are members of an instructional group. Any accommodation must be based on individual needs and not on a category of disability area, level of instruction, environment, or other group characteristics. Accommodations that are available will be loaded to the Pearson platform from those entered in MDIEP. Please refer to this link for additional resources - <https://tinyurl.com/y6pcmbvt>.

### Testing Environment

When in a school, provide a testing location that has comfortable seating, sufficient workspace, and good lighting. Make sure there is sufficient room for the Test Examiner to walk around desks while observing students. The room should be adequately ventilated and free from distracting noises. Post a “Testing: Do Not Disturb” sign on the door to prevent interruptions.

When testing virtually it is important to reduce distractions as much as possible for the student.

**Prohibited Aids** *(Please instruct students to put away all such material prior to testing)*

- All instructional material that provide definitions or examples of concepts and terms should be put away during testing.
- Standard published English language dictionaries and thesauruses
- A completed graph or a completed model of a graph with labels or annotations indicating required components
- Calculators, unless embedded with a question online

### Resources Links for Troubleshooting

Pearson Support Page - <https://pgcps.mdassessments.com/support/>

Internal Assessment Resource Page - <https://tinyurl.com/y6pcmbvt>

***Note for Teachers – Pearson will score the selected response items, but you will need to score the students’ written responses within the Pearson Access platform using the embedded scoring rubrics found on this platform. Please refer to the Internal Assessment Resource Page for directions on scoring.***

## **Directions for Testing using TestNav**

**SAY**

Today, you will be taking the Math Benchmark #1 for \_\_\_\_\_ [Grade 03/Grade 04/Grade 05 (*select appropriate grade*)] You will be opening the TestNav app on your computer now. Please click the button labeled student portal on the left side of the TestNav menu. Next select the Prince George's County Public Schools from the drop-down menu and click continue. On the next, screen please click on the light blue button labeled PGCPS.

*Allow students time to follow these steps.*

**SAY**

Does anyone have any questions?

**SAY**

Remember, read all directions and questions very carefully and choose the best answer for each question. If you are not sure about an answer, do the best you can, but don't spend too much time on any one question. This test includes one section that you will complete during this testing session. Once you submit the section you will not be able to return to this section.

Please remember that, during the testing session, you may not talk to anyone and you may not have any assistance with this assessment. You may use a blank piece of paper as scrap paper if you would like.

Are there any questions?

*Pause to see if students have questions.*

**SAY**

You will have 45 minutes to complete the test.

*If you need to remain on Zoom/Google Meet for student accommodations, please disregard this next step.*

**SAY**

To ensure your ability to complete the online Benchmark #1 test we will now exit our Zoom/Google Classroom. If you encounter any problems testing, I will be waiting on the Zoom/Google Classroom site to help you.

*Pause for any last minute questions*

**SAY**

When you sign in please select the test labeled \_\_\_\_\_. [Grade 03 Math/ Grade 04 Math/ Grade 05 Math/Accelerated Math 1 (*insert appropriate test name*)] You may now sign off Zoom/Google Classroom. Do Your Best!