

Math  
Benchmark  
**#3**

**Spring 2021**

**Test Administrator**  
**Manual**  
2020-2021

**Grade**  
**2**

# Math Grade 2 Test Administrator Manual

## PGCPS Benchmark 3

### Test Description

The Math Benchmark #3 consists of a mix of selected response and machine scored text entry response items, administered over two days.

Test	Section 1	
	Number of Items	Testing Time
Grade 02 Math	22	Session 1 - 30 minutes Session 2 - 30 minutes

Suggested time is 30 minutes per session which can be adjusted as needed based on the small group. Small groups for Benchmark 3 tests should consist of between three and five students at similar reading levels in a group to allow for appropriate pacing.

### Accessing the Test Forms

Items for Grade 2 can be read to the students by the teacher or if appropriate reading level, the student may work at their own pace. Test Administrators will access the test within Pearson Access on the Session detail page. Step by Step instructions for accessing the test are found in the Quick Reference Guides section on the Resource tab of the PGCPS Pearson customer support page at <https://pgcps.mdassessments.com/training-resources/>.

### Testing Ancillary Materials

Benchmark assessments are designed to be administered using manipulatives (math tools) such as bears, links, cubes, colored chips, pattern blocks, attribute blocks, etc. Any non-traditional manipulatives (math tools, virtual math tools) or objects that are used during instruction are also allowed.

Math tool kits may have been sent home with students and can be used during Benchmark 3 tests as possible.

Grade 2
<ul style="list-style-type: none"><li>• Base Ten Blocks</li><li>• Linking Cubes</li><li>• Rainbow Tiles</li></ul>

Students should have a blank piece of paper available to use as scrap paper during the test.

### Testing Readiness

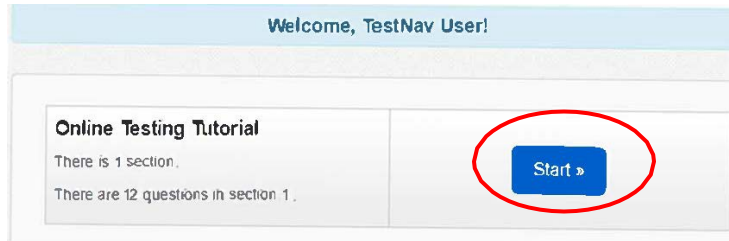
Prior to testing, the Test Administrator should confirm TestNav is downloaded and students have access on their devices. System requirement information can be found on the PGCPS-Pearson technology support page at <https://pgcps.mdassessments.com/technology-setup/>.

Prior to testing, students can view tutorials and take practice tests to familiarize them with TestNav tools and functionality. These can be found on the Test Preparation tab on the PGCPS-Pearson support page at <https://pgcps.mdassessments.com/practice-tests/>.

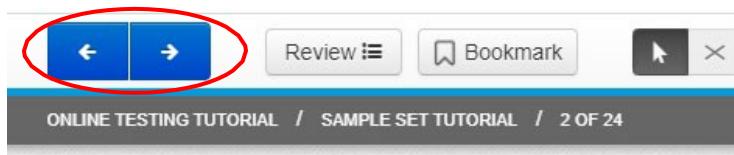
It is especially important in this age group to review the TestNav Tutorials or Practice Tests prior to the assessments. There is no grade specific Practice Tests for grade 2 but the Tutorials or the Grade 3-4 Practice Test will help the student with starting the test, moving from item to item, responding to questions, changing responses and revisiting questions if necessary.

### TestNav Functionality

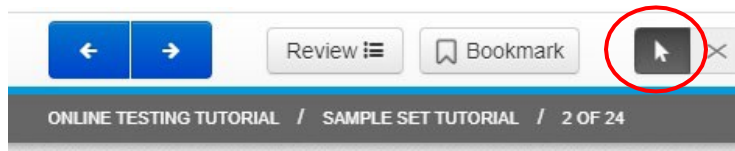
Students should practice and become familiar with the TestNav tools and functionality. Once signed into TestNav via their Prince George's County login and selected the test, they will click the blue "Start" button when instructed to do so after the Test Administrator has read the directions.



It is important that the student can move between items when instructed to do so. Either forward to the next item or back to a previous item if necessary. The arrows in the top left corner of the TestNav window navigate between items.



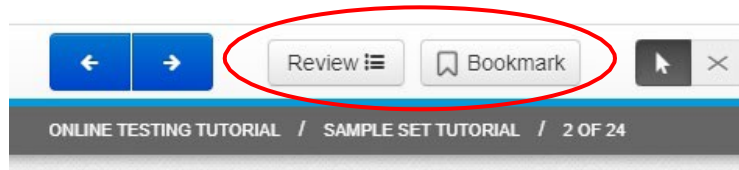
The Pointer Tool must be selected (and is the default selection) for the student to respond to questions by selecting multiple choice answers, clicking on selected images or dragging selections to their correct spot.



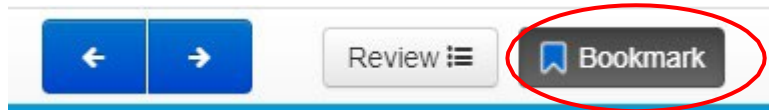
With the Pointer tool selected, students will move the mouse, then click on the circle next to the appropriate response to select their answer.



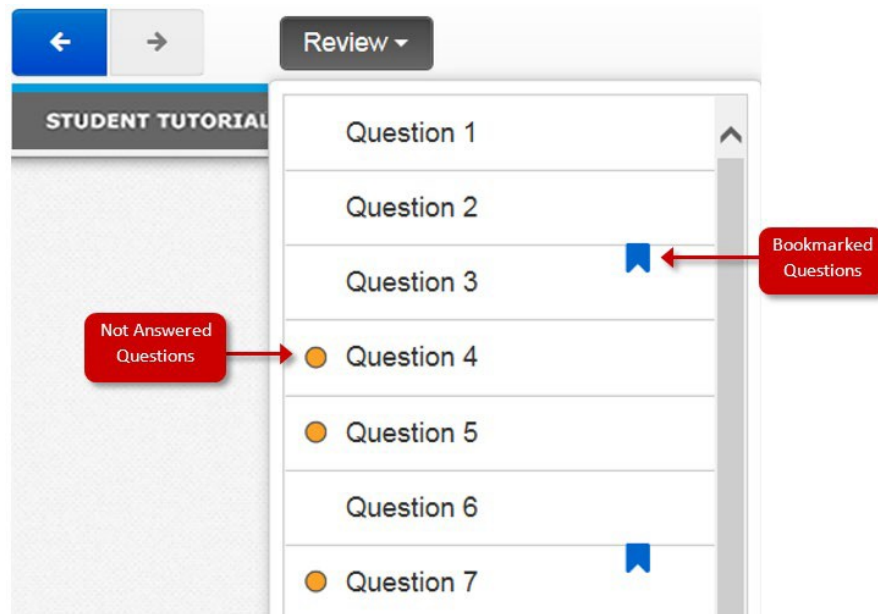
Students can Bookmark questions they would like to review later. If this is a functionality the Test Administrator would like this age group to use, the Bookmark/Review functions should be reviewed prior to testing.



To bookmark a question for later review, just click on the “Bookmark” tab at the top of the screen on the TestNav toolbar.



To later review questions that were either bookmarked or questions that may have been left unanswered. Use the “Review” dropdown to view the questions.

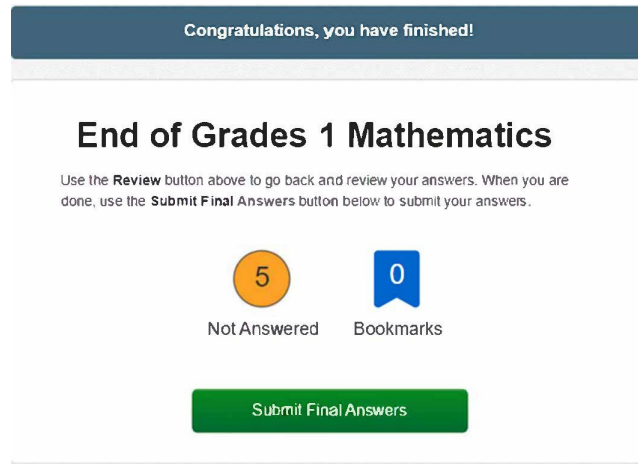


At the end of Session 1 students will not be submitting their responses to Section 1. They will need to sign out of TestNav so they can resume that section for Session 2. To sign out of TestNav, choose the icon dropdown in the upper right corner of the TestNav application and select Sign out of TestNav.



Prior to Session 2, students in Exited status in Pearson Access will need to be Resumed so they can sign back into TestNav and continue Section 1.

Once the student has responded to all questions, they will be asked to submit their test but clicking on the green “Submit Final Answers” button.



### **Technology Troubleshooting**

Due to virtual learning, it is critical that the Test Administrator and students discuss testing protocols prior to testing. Test Administrators should provide a clear way for a student to communicate with the Test Administrator if technology issues arise during the test administration. Best practices have included the Test Administrator leaving the Google Classroom/Meet or Zoom open, and providing an email address, or a phone number. Test Administrators should document any technology issues and report them to the School Test Coordinator.

### **Testing Cautions: Coaching Prohibited**

Make sure that all students understand the directions for taking the test. The Test Administrator 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 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. 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 in person or virtually it is important to reduce distractions as much as possible for the student.

## Monitoring Student Status

Test Administrators and proctors can monitor student progress and status within the Session Detail page.

A student's test status can be one of the following:

- **Ready** - student has not yet logged into the assessment.
- **Active** - student is currently logged in and actively testing.
- **Exited** - student has signed out of TestNav. The student test will need to be resumed within Pearson Access before the student can continue testing.
- **Requires Hand Scoring** - student has completed the test and the Teacher has to complete the hand scoring process.
- **Report Pending** - scoring is complete and student reports are being processed.
- **Report Ready** - all reports are available to view and download.

The status of each student's test can be viewed at the bottom/right of the Session Detail page under Student List.

Student Name	Grade	SSID	Progress	Status
grade4math, Base	4	9845434	Grade 4 Mathematics 3/12	Active
grade4math, Recorded	4	98454136	Grade 4 Mathematics 12/12	Requires Hand Scoring
grade4math, Spanish	4	78964654	Grade 4 Mathematics 7/12	Active
grade4math, TTS	4	35465436	0/12	Ready

## Scoring Constructed Response Items

Once the student has completed the assessment and submitted their test, any constructed response items, will need to be teacher hand scored. The student status on the Session Detail screen will move to Requires Hand Scoring. Pearson will score the selected response items, but Teachers will need to score the students' written responses within the Pearson Access platform using the embedded scoring rubrics found on this platform. Hand scoring must be completed within one week of the end of the test window.

Detailed instructions for hand scoring are available on the Internal Assessment Resource Page or on the Pearson Support Page under resources, Quick Reference Guides.

<https://pgcps.mdassessments.com/resources/training-resources/Hand%20Scoring%20Constructed%20Response%20Items.pdf>

Hand scoring needs to be completed by the dates and deadlines provided by the PGCPs Department of Testing.

**NOTE:** Benchmark 3 Grade 2 assessment does not contain any items that require teacher hand scoring.

## Resources Links for Troubleshooting

Pearson Support Page - <https://pgcps.mdassessments.com/support/>  
Internal Assessment Resource Page - <https://tinyurl.com/y6pcmbvt>

## **Directions for Testing using TestNav**

**SAY**

**Today, you will be taking the Math Benchmark #3 for Grade 2. 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**

**I will read all directions to you and if needed I will also read the questions. Listen carefully. Some questions will ask you to use your Math Tool kit to assist in answering the question. You may also use a blank piece of paper as scrap paper to help you. Choose the best answer for each question and respond on the computer. If you are not sure about an answer, do the best you can. You can skip a question and revisit before you finish. This test includes one section that you will complete during this testing session and the next session. Once you submit the section you will not be able to return to this section, and the test will be submitted. Only submit if you have answered all questions. This action is permanent.**

**Are there any questions?**

*Pause to see if students have questions. Read the directions.*

**SAY**

**You may now select the “Start Section” button to continue.**

*Read each item. After students respond to each item say the following*

**SAY**

**Move on to the next item by selecting the right arrow in the top left corner of your TestNav screen.**

*After the end of Session 1*

**SAY**

**Good job! You have reached the end of the first session. Please sign out of TestNav by choosing the icon dropdown in the upper right corner of TestNav and selecting Sign out of TestNav.**

*After the end of Session 2*

**SAY**

**Good job! You have reached the end of the test. If you would like to review any questions, let me know. If you have completed all questions and do not need to review any of your responses, click on the button “Submit Final Responses”.**