

RELA  
Benchmark  
**# 3**

**Spring 2021**

**Test Administrator**  
**Manual**

**2020-2021**

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

# RELA Grades 3-5 Test Administrator Manual

## PGCPS Benchmark 3

### Test Description

The RELA Benchmark #3 consists of a mix of selected response and constructed response items, administered over two test sessions.

Test	Section 1		Section 2	
	Number of Items	Testing Time	Number of Items	Testing Time
Grade 03 RELA	9	45 minutes	5 (1 CR)	45 minutes
Grade 04 RELA	9	45 minutes	1 (CR)	45 minutes
Grade 05 RELA	9	45 minutes	1 (CR)	45 minutes

Students with an extended time accommodation may take more time and should be scheduled accordingly.

### 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/>.

### 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.

**Prohibited Aids** *(Please instruct students to put away all items listed below prior to the test administration)*

- All instructional material that provide definitions or examples of concepts and terms
- Standard published English language dictionaries and thesauruses

## 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.



<input type="checkbox"/>	Student Name	Grade	SSID	Progress	Status
<input type="checkbox"/>	StuLastC, StuFirstB	3	22279	Section 14/15	Active
<input type="checkbox"/>	StuLastD, StuFirstB	3	22280	Section 15/15	Report Ready
<input type="checkbox"/>	StuLastE, StuFirstB	3	22281	Section 2/15	Exited
<input type="checkbox"/>	StuLastG, StuFirstB	3	22283	Section 0/15	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.

**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 Reading English Language Arts Benchmark #3 for \_\_\_\_\_ [Grade 03/Grade 04/Grade 05 (*select appropriate grade*)] \_\_\_\_\_ (Section 1/Section 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

**Day/Session 1:** Please read the 1st text selection and answer the questions. Then, read the second text selection and complete the questions. (*3rd grade: some questions may not require reading a text selection to answer.*)

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 two days/sessions that you will complete during two testing sessions. Once you move on from Section 1, 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.

Once you have responded to all questions in Section 1, you may submit your responses by selecting the “Submit” button at the end of the Section.

If you have not completed Section 1, you will need to sign out of TestNav by choosing the icon dropdown in the upper right corner of TestNav and selecting Sign out of TestNav. If you have any questions during the test, please contact the Test Administrator.



*Test Administrator should identify method of communication for students.*

*Confirm that students have submitted Section 1 or signed out of TestNav and are in Exited status in PearsonAccess.*

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

**Day/Session 2:** Please reread the second text selection from Day/Session 1 again then complete (*for Grade 3* any additional questions and) the essay.

**Please remember that, during the testing session, you may not talk to anyone and you may not have any assistance with this assessment.**

**Each item refers to a reading passage. Be sure to read the text selections to help you choose the correct answer. Once you have completed the test and reviewed your responses, you may submit your test.**

**Are there any questions?**

*Pause to see if students have questions.*

SAY

**You will have 45 minutes to complete the session.**

SAY

**To ensure your ability to complete the online Benchmark #3 test we will now exit our Google Classroom/Meet or Zoom. If you encounter any problems testing, please contact me via (*Test Administrator should identify method of communication for students to contact the Test Administrator*).**

*Pause for any last minute questions.*

SAY

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