

Math
Benchmark III

Spring 2022

Test Administrator
Manual

2021-2022

2

Math Grade 2 Test Administrator Manual

PGCPS Benchmark III

Test Description

The Math Benchmark III consists of a mix of selected response and machine scored text entry response items administered over two test sections. Each section requires 45 minutes with a break between sections. It is recommended that sections be completed on separate days when possible. To begin both sections a seal code is required from the test administrator.

	Section 1		Section 2	
Test	Number of Items	Testing Time	Number of Items	Testing Time
Math 2	11	45 minutes	11	45 minutes

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

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) or objects that are used during instruction are also allowed.

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

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

Testing Readiness

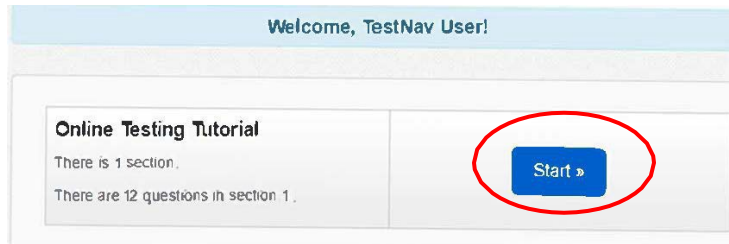
Prior to testing, the Test Administrator should confirm TestNav is downloaded and students have access on their devices. System requirement information can be found on the PGCPS-Pearson technology support page at <https://pgcps.mdassessments.com/technology-setup/>.

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/>.

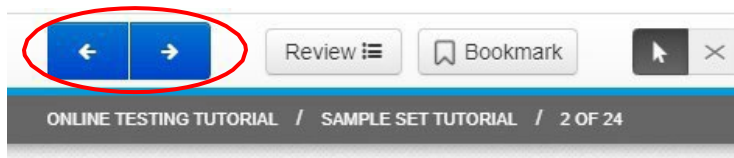
It is especially important in this age group to review the TestNav Tutorials or Practice Tests prior to the assessments. There is no grade specific Practice Tests for grade 2 but the Tutorials or the Grade 3-4 Practice Test will help the student with starting the test, moving from item to item, responding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

TestNav Functionality

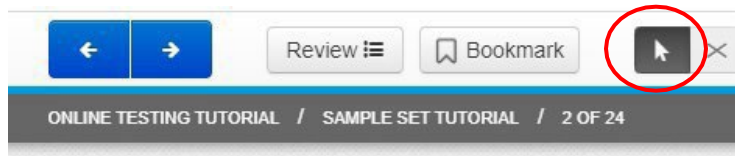
Students should practice and become familiar with the TestNav tools and functionality. Once signed into TestNav via their Prince George's County login and selected the test, they will click the blue "Start" button when instructed to do so after the Test Administrator has read the directions.



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.



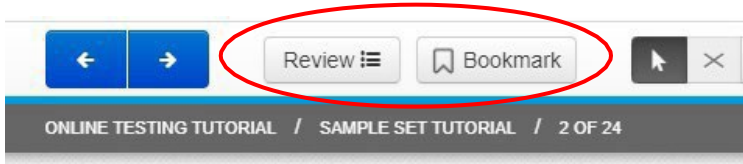
The Pointer Tool must be selected (and is the default selection) for the student to respond to questions by selecting multiple choice answers, clicking on selected images or dragging selections to their correct spot.



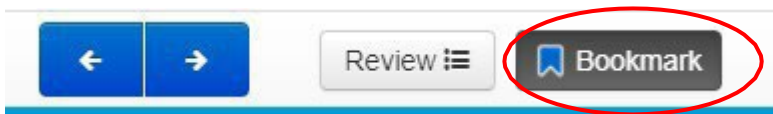
With the Pointer tool selected, students will move the mouse, then click on the circle next to the appropriate response to select their answer.



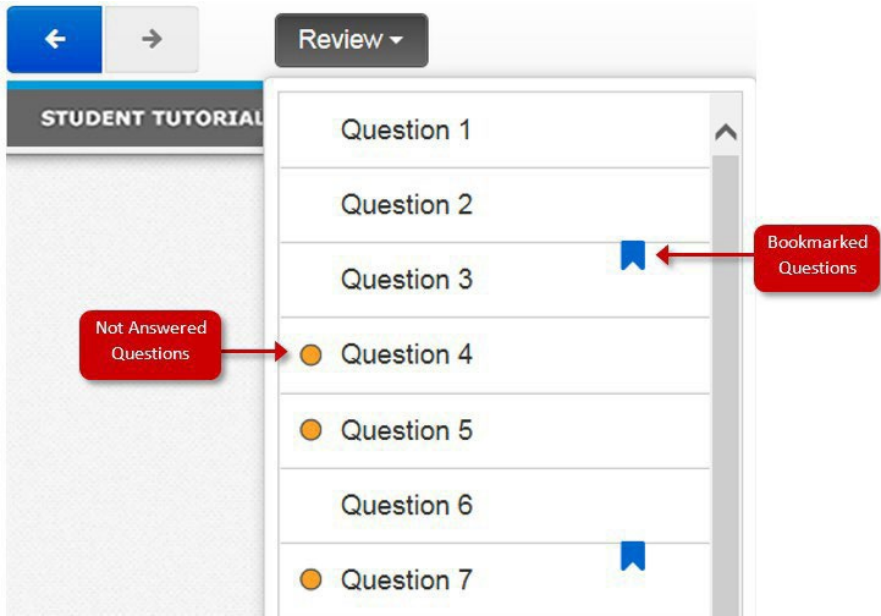
Students can Bookmark questions they would like to review later. If this is a functionality the Test Administrator would like this age group to use, the Bookmark/Review functions should be reviewed prior to testing.



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



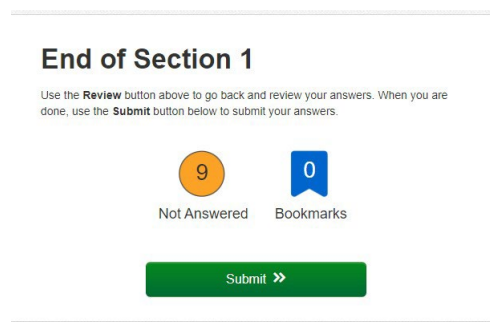
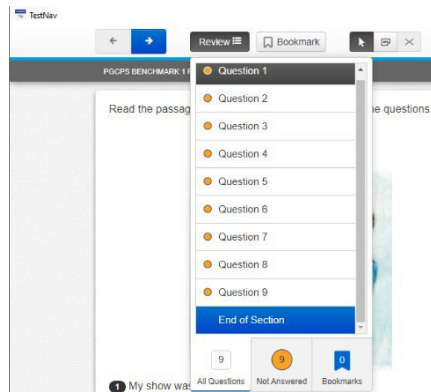
To later review questions that were either bookmarked or questions that may have been left unanswered. Use the “Review” drop-down to view the questions.



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.



At the end of Session 1 students will need to submit their responses even if they have not completed all questions. In TestNav, students will choose the icon drop-down to the right of the blue arrows for “Review” then select “End of Section”. On the next screen, select “Submit”.



Technology Troubleshooting

If a student is taking an online test in Pearson Access, 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. 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 (October-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.

Seal Codes

Students will not be able to access either section of the assessment until they have entered the provided seal code. Seal code information is unique to each session and section. All students within the same session will have the same seal code for each section, however Section 1 seal code will be different from Section 2. Test Administrators access seal codes on the session information page under Section Progress. Seal codes are a four-digit number found in the Section information box under Section Progress.

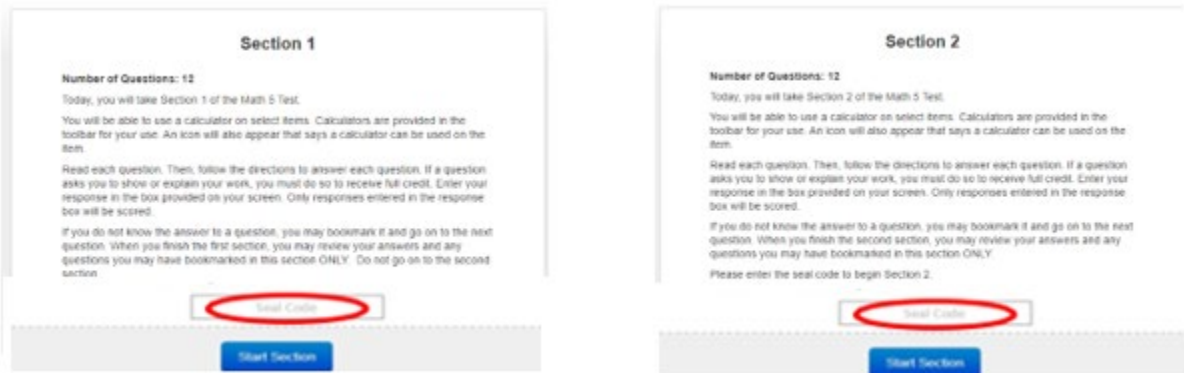
On the session information page, click on the drop-down arrow to expand the Section Progress section.



Once expanded, additional information about each Section can be seen. The four-digit seal code can be found at the bottom of Section 1 and the bottom of Section 2.



After a student logs into TestNav, opens the test and reads the Section Directions, they will need to enter the seal code to proceed to the appropriate sections.



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.
- **Resumed** - student who has exited from TestNav and needs to continue testing has had their test resumed in Pearson Access. Once the student logs back into their test, the status will update to Active, etc.
- **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.

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. The student must respond something for the item to move forward to hand scoring. Hand scoring should be completed on an ongoing basis as students submit their completed tests. All 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 (links below).

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

NOTE: Benchmark III Math 2 online assessments do not contain any items that require teacher hand scoring. Once the student has completed the assessment and submitted their test, the student status on the Session Detail screen will move to Report Ready.

The paper version of the Math 2 assessment may have items that require 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 III for Math 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 and questions to you. Listen carefully. Some questions will ask you to use your Math Tool kit to assist in answering the question.

Are there any questions?

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

Repeat the above opening instructions for both days. Then use the Day 1 or Day 2 verbiage below as appropriate depending on the Section you are administering.

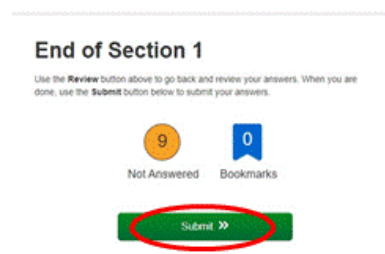
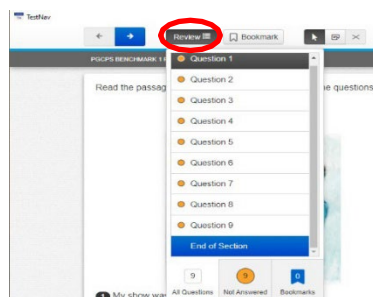
SAY

Day 1: Choose the best answer for each question. If you are not sure about an answer, do the best you can. This test includes two sections 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. Only submit if you have answered all questions. This action is permanent.

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.

At the end of the session, carefully review your answers, then you may hit submit at the end of Section 1.

If you have not completed Section 1 after the session time has ended, you will still need to submit your responses in TestNav by choosing the icon drop-down to the right of the blue arrows for "Review" then selecting "End of Section". On the next screen, select "Submit".



You will need to enter a seal code after reading the directions for Section 1 before you can enter the test. The seal code for this section is _____ (seal code from the Section Progress section of the Session Information page in Pearson Access).

Make sure the seal code is visible for students as they read the directions and enter Section 1.

At the conclusion of section 1, confirm that students have submitted Section 1 or signed out of TestNav and are in Exited status in Pearson Access.

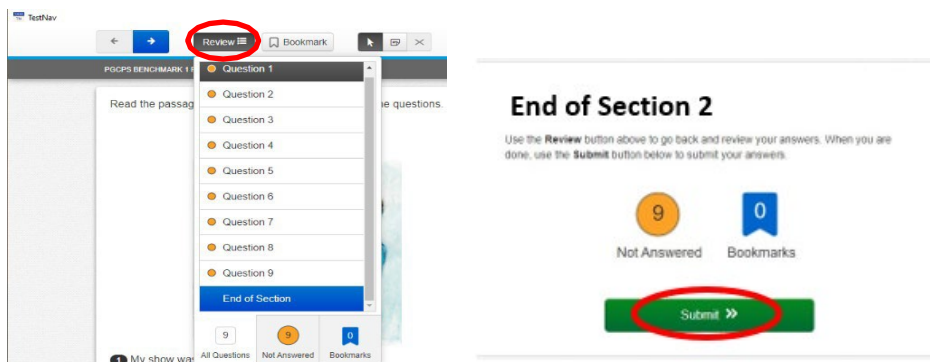
Prior to Day 2, students in Exited status in Pearson Access will need to be Resumed so they can sign back into TestNav and continue to Section 2.

Day 2: 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. Once you move on from Section 2, you will not be able to return to this section. Only submit if you have answered all questions. This action is permanent.

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.

At the end of the session, carefully review your answers, then you may hit submit at the end of Section 2.

If you have not completed Section 2 after the session time has ended, you will still need to submit your responses in TestNav by choosing the icon drop-down to the right of the blue arrows for "Review" then selecting "End of Section". On the next screen, select "Submit".



You will need to enter a seal code after reading the directions for Section 2 before you can enter the test. The seal code for this section is _____ (seal code from the Section Progress section of the Session Information page in Pearson Access).

Make sure the seal code is visible for students as they read the directions and enter Section 2.

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 the Session

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”.