

Math
Benchmark I

Fall 2021

Test Administrator
Manual

2021-2022

6-8

Math 6-8 Test Administrator Manual

PGCPS Benchmark I

Test Description

The Math Benchmark I consists of a mix of selected response, machine scored text entry response items, and constructed response items, administered in one test session.

Test	Section 1	
	Number of Items	Testing Time
Math 6	12	45 minutes
Math 7	12	45 minutes
Math 8	12	45 minutes
Accelerated Math 1	12	45 minutes
Accelerated Math 2	12	45 minutes
Foundations for Algebra	12	45 minutes

The Benchmark I Math 6, 7, 8, Accelerated Math 1, Accelerated Math 2, and Foundations for Algebra tests will be completed in one day/session.

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

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. If testing is occurring through virtual learning, best practices have included the Test Administrator leaving the virtual classroom 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
- A completed graph or a completed model of a graph with labels or annotations indicating required components
- Calculators, unless embedded with a question online

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.

The screenshot displays the Pearson Access platform interface. On the left is a navigation menu with options: Home, School, Sessions (circled in blue), and Students. The main area is titled 'STUDENT LIST' and includes a table with columns for Student Name, Grade, and SSID. Below the table are four rows of student data. To the right of the table is a 'Session Detail' panel showing progress and status for four sessions. The second session, 'Grade 4 Mathematics 12/12', is highlighted in red and has a status of 'Requires Hand Scoring'. The other sessions have statuses of 'Active' or 'Ready'. At the bottom right, it says 'Showing 1 - 4 of 4'.

Student Name	Grade	SSID
grade4math, Base	4	9845434
grade4math, Recorded	4	98454136
grade4math, Spanish	4	78964654
grade4math, TTS	4	35465436

Progress	Status
Grade 4 Mathematics 3/12	Active
Grade 4 Mathematics 12/12	Requires Hand Scoring
Grade 4 Mathematics 7/12	Active
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 (links below).

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 _____ [(Math 6/Math 7/Math 8/Accelerated Math 1/Accelerated Math 2/Foundations for Algebra (*select appropriated test*)] Benchmark I test. 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

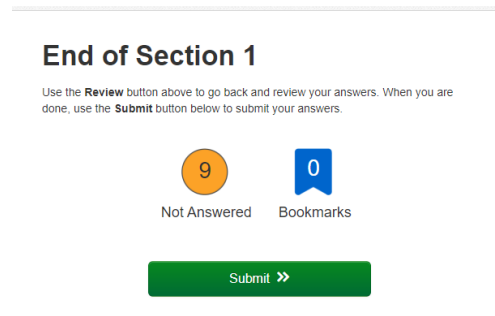
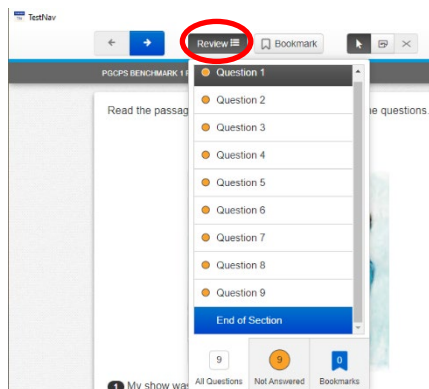
Remember, read all directions and questions very carefully and choose the best answer for each question. If you are not sure about an answer, do the best you can, but don’t spend too much time on any one question. This test includes one section that you will complete during this testing session. Once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

Test Administrator should identify method of communication for students.

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 dropdown to the right of the blue arrows for “Review” then selecting “End of Section”. On the next screen, select “Submit”.



Are there any questions?

Pause to see if students have questions.

SAY

You will have up to _____ minutes (insert appropriate minutes) **to complete the test.**

If you need to remain on your virtual classroom for student accommodations, please disregard this next step.

SAY

To ensure your ability to complete the online Benchmark I test we will now exit our virtual classroom. 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 _____. [Math 6/ Math 7/ Math 8/ Accelerated Math 1/Accelerated Math 2/ Foundations for Algebra (*insert appropriate test name*)] **You may now sign off virtual classroom. Do Your Best!**