Math

Benchmark I

Fall 2023

Test Administrator Manual

2023-2024

1

Math 1 Test Administrator Manual
PGCPS Benchmark I

Test Description

The Math Benchmark I consists of a mix of selected response and machine scored text entry response items and constructed response items, administered over one test section. The section requires 45 minutes. To begin, a seal code is required from the test administrator.

Test	Number of Items	Testing Time	Additional Information
	Section 1		
Benchmark 1 – Grade 1	8 SR/2CR	45 minutes	Time may be adjusted based upon an approved accommodation in an IEP, 504, or ELL plan.

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

Accessing the Test Forms

The Benchmark assessment will be read to all students in Grade 1. All items will be read to the students by the teacher. 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.

Grade 1
• Base Ten Blocks
• 2-Color Counters
• Linking Cubes
• Rainbow Tiles
• Small non-geared Clocks

Every student should also be provided with a pencil and a blank piece of paper to be used as proof paper. The Test Administrator must collect and securely dispose of the proof paper at the end of the testing session.

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 Test for grades 1, 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.

Headphone/Microphones

All students are required to have headphones with a microphone to access the Math Grade 1 test.

Seal Codes

Students will not be able to access their test until they have entered the provided seal code. Seal code information is unique to each session. All students within the same session will have the same seal code. (On tests with multiple sections, the 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.
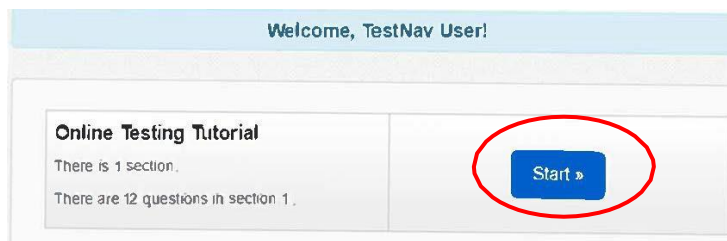
Once expanded, additional information about each Section can be seen. The four-digit seal code can be found at the bottom of Section 1.
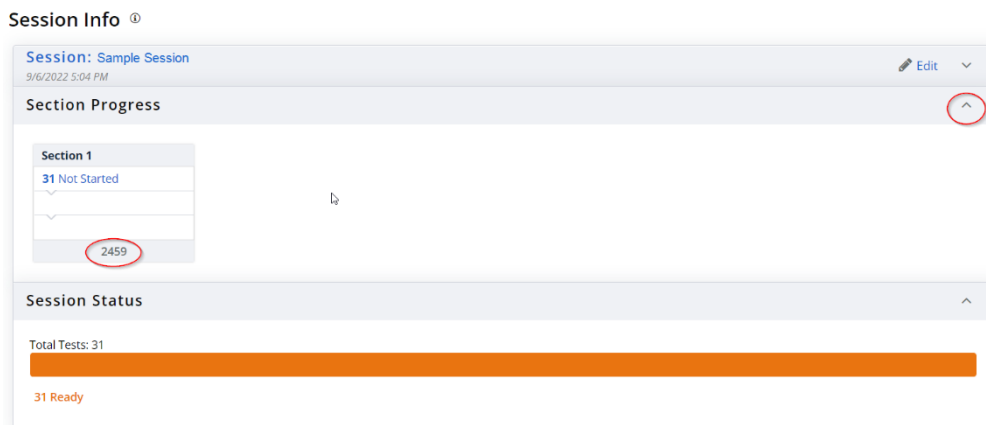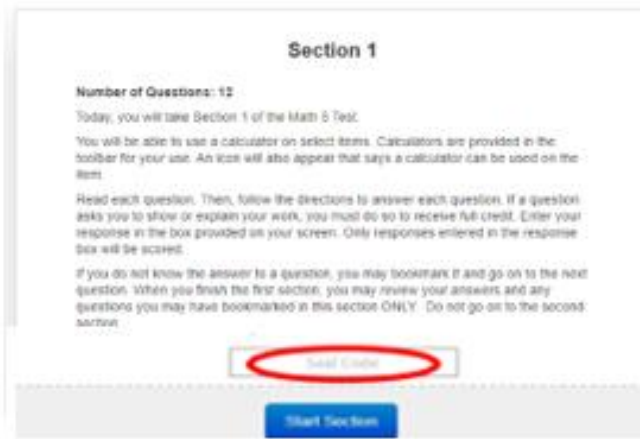

After a student logs into TestNav, opens the test, and has the directions read to them, they will need to enter the seal code to proceed to the test.

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 select the test, they will click the blue "Start" button when instructed to do so after the Test Administrator has read the directions.

Students will then enter their seal code to start the section.

Section 1

Number of Questions: 12

Today, you will take Section 1 of the Math 6 Test.

You will be able to use a calculator on select items. Calculators are provided in the toolbar for your use. An icon will also appear that says a calculator can be used on the item.

Read each question. Then, follow the directions to answer each question. If a question asks you to show or explain your work, you must do so to receive full credit. Enter your response in the box provided on your screen. Only responses entered in the response box will be scored.

If you do not know the answer to a question, you may bookmark it and go on to the next question. When you finish the first section, you may review your answers and any questions you may have bookmarked in this section ONLY. Do not go on to the second section.

Seal Code

Start Section

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.


How Many squares are there?

- A. 3
- B. 4
- C. 0
- D. 1
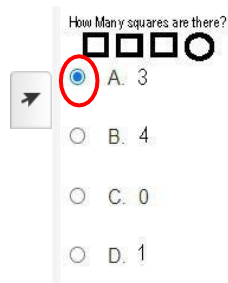
With the Pointer tool selected, students will move the mouse, then click on the circle next to the appropriate response to select their answer.

Please note: Students with non-accommodated forms must answer to advance to the next question. They <u>will be</u> able to review answers once they move on. Students with accommodations will have a review screen and the arrows will navigate them back and forth through items.
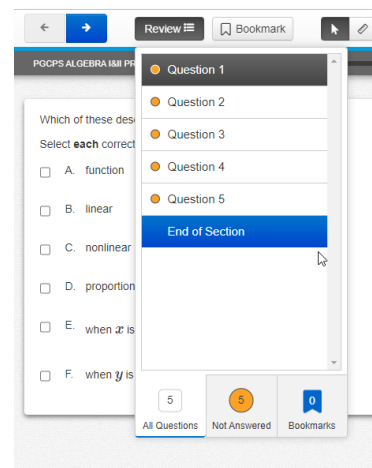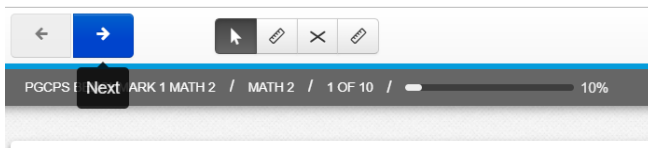
Some items will offer students the option to record their response using an audio capture interaction. Students will need a microphone in order to capture audio. Before they record any responses, they will need to enable and test it.
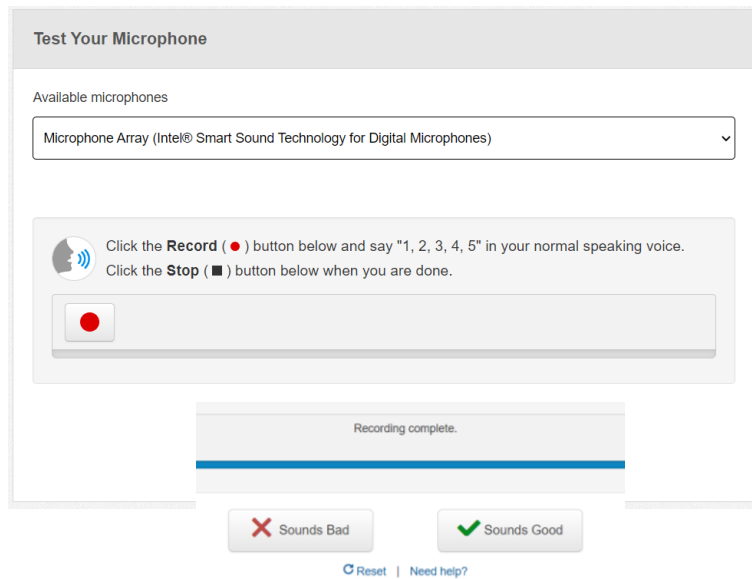

Students will click the **Record** button, which will then change to the speaking icon. The **Record** button doesn't have to be held down, just clicked. As they speak, they can see the progress of the recording with the blue bar at the bottom.

They should push the **Stop** icon whenever they are done speaking. They will see a confirmation that the recording is complete. The student can re-record until their five attempts are exhausted.
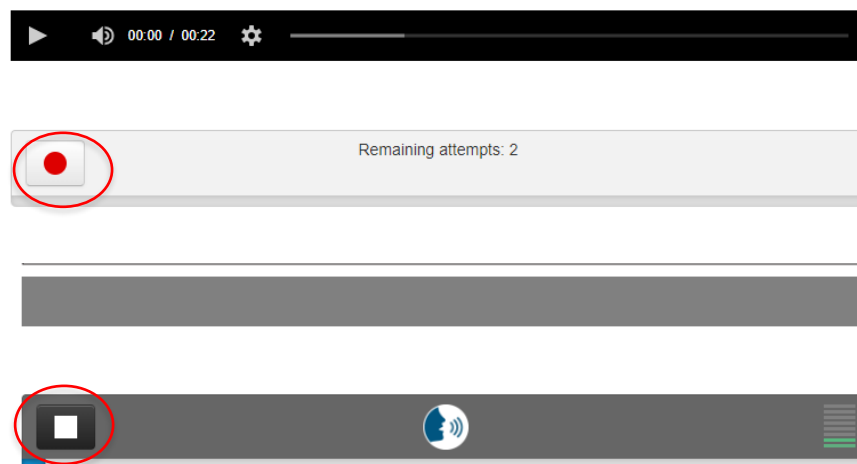
At the end of the session, students will need to submit their responses.
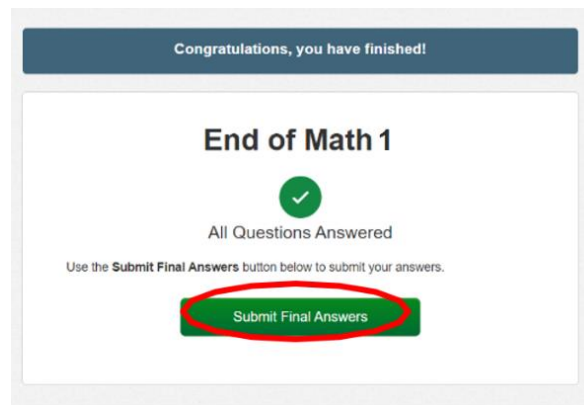
If a student does not finish within the allotted 45 minutes, they will need to exit the test by clicking the person icon in the upper right corner to sign out.
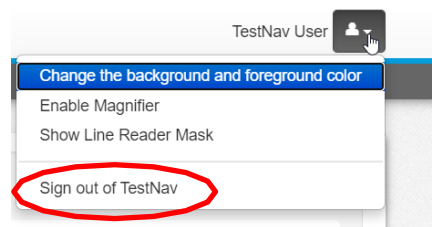
Technology Troubleshooting

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.

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.
- **Not Attempted** – The test attempt did not meet the attemptedness rule.
- **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.

Marking Tests Complete

Because students with non-accommodated forms must answer to continue, if they do not finish within the allotted 45 minutes, they will need to exit the test by clicking the person icon in the upper right corner to sign out.

The proctor must then go into Pearson Access and mark the student as complete in order for the test to become scorable.

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.

Resources Links for Troubleshooting

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

<u>Directions for Testing using TestNav</u>

Today, you will be taking the Math Benchmark I for Math 1. 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.

SAY **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 should use your piece of proof paper as needed to help you work out your answers.

If you have not completed your test after the session time has ended, you will need to sign out of TestNav using the person icon in the upper right corner.

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 you read the directions and they enter the test.

SAY **You may now select the "Start" 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

Good job! You have reached the end of the test. If you have completed all questions, click on the button 'Submit Final Responses'. If you did not answer all of the questions, click on the person icon in the right corner to sign out of your test.

At the conclusion of the test, confirm that students have submitted their responses or signed out of TestNav and are in Exited status in Pearson Access.