

RELA
Benchmark I

Fall 2023

Test Administrator
Manual

2023-2024

3-5

English 3-5 Test Administrator Manual

PGCPS Benchmark I

Test Description

The English Benchmark I consists of a mix of selected response and constructed 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 the second section a seal code is required from the test administrator.

Test	Section 1		Section 2	
	Number of Items	Testing Time	Number of Items	Testing Time
Benchmark 1 - RELA Grade 3	10 SR	45 minutes	4 SR/1CR	45 minutes
Benchmark 1 - RELA Grade 4	9 SR	45 minutes	1 CR	45 minutes
Benchmark 1 - RELA Grade 5	8 SR	45 minutes	1 CR	45 minutes

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

Headphones

Students with a Text-to-Speech accommodation will need headphones to take the assessment. Make sure students with this accommodation have working headphones that have been tested in the TestNav application prior to signing into 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/>.

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

Prior to testing, confirm that students have their assigned 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.

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

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

Seal Codes

Students will not be able to access any 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. 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.

The screenshot displays the 'Section Progress' and 'Session Status' sections of a testing interface. The 'Section Progress' section is expanded, showing two columns for 'Section 1' and 'Section 2'. Each column indicates '40 Not Started' and a seal code (0444 for Section 1 and 7978 for Section 2) circled in red. The 'Session Status' section shows a progress bar for 'Total Tests: 40' with '11 Ready', '1 Not Attempted', and '28 Requires Hand Scoring'.

After a student logs in to TestNav, opens the test, and reads the section directions, they will need to enter the seal code to proceed to the appropriate sections.

The screenshot shows the 'Section 1' directions page. The page title is 'Section 1' and it states 'Number of Questions: 12'. The directions include instructions on calculator use, reading questions, and bookmarking. A red oval highlights the 'Seal Code' input field at the bottom of the page.

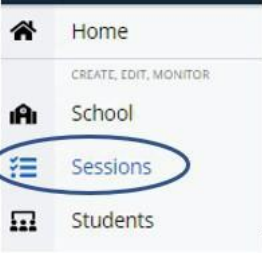
Monitoring Student Status

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.



Student Name	Grade	SSID	Exception	Accom	Progress	Status
Demo, Student 41	7	SSID263			Section 1 5/5	Report Ready
Demo, Student 42	7	SSID264			0/5	Ready
Demo, Student 43	7	SSID265		Text To Speech - GR	Section 1 5/5	Report Ready
Demo, Student 44	7	SSID266			Section 1 5/5	Report Ready
Demo, Student 45	7	SSID267			Section 1 5/5	Requires Hand Scoring
Demo, Student 46	7	SSID268			Section 1 5/5	Requires Hand Scoring
Demo, Student 47	7	SSID269			Section 1 1/5	Exited

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>

Directions for Testing using TestNav

SAY

Today, you will be taking Section 1 of the Reading English Language Arts ___ [Grade 3/Grade 4/Grade 5 (*select appropriate 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?

*Repeat the above opening instructions for both days. Then use the Day 1 or Day 2 verbiage (if **additional time is needed**) below as appropriate.*

SAY

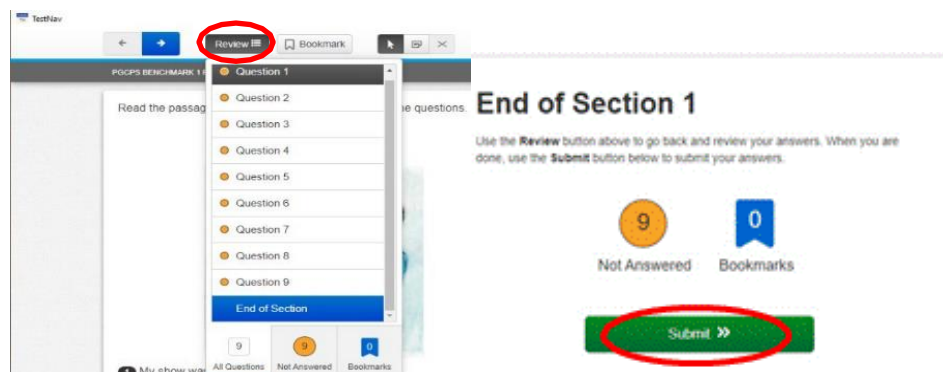
Day 1: Please read the 1st text selection and answer the questions. Then, read the second text selection and complete the questions.

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 sections that you will complete during two testing sessions. Once you submit the section 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. You may use a blank piece of paper as scratch paper if you would like.

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 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’.



SAY When you sign in, please select the test labeled _____ [Grade 3/Grade 4/Grade 5 (insert appropriate test name)].

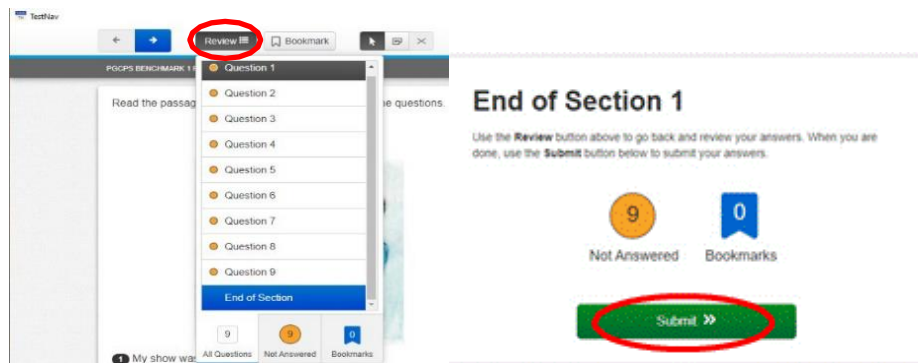
You will need to enter a seal code after reading the directions before you can enter the test. The seal code for this section is _____. Make sure the seal code is visible for students as they read the directions and enter the test.

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, (if additional time is needed) students in Exited status in Pearson Access will need to be Resumed so they can sign back into TestNav and continue to Section 2.

SAY 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'.



SAY Are there any questions?

Pause to see if students have questions.

SAY You will 45 minutes to complete the Section.

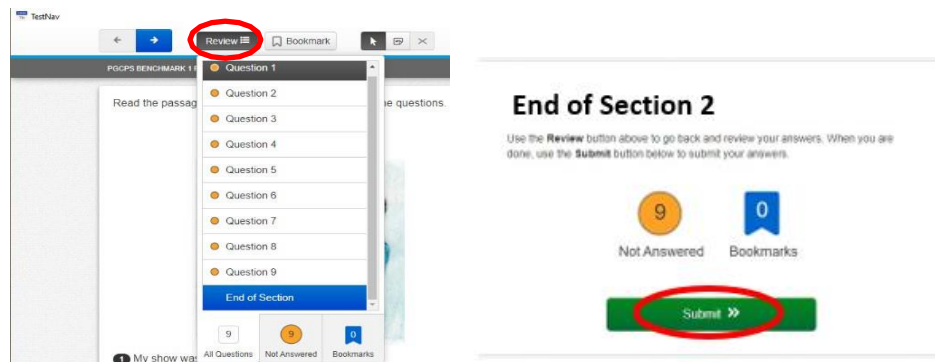
Pause for any last minute questions

SAY **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 scratch 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’.



When you sign in please select the test labeled _____ [Grade 3/Grade 4/Grade 5 (insert appropriate test name)].

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

Are there any questions?

Pause to see if students have questions.

SAY

You will have 45 minutes to complete the test.

Pause for any last minute questions