Module III.
Getting Ready with the OWL System and the MAPT

Before students can take the MAPT-CCR or complete the Sample Questions or Practice Tests, there are several things test administrators must know.

Who Should Take the MAPT-CCR

The state's assessment policy requires programs to use the MAPT-CCR for Reading and/or the MAPT-CCR for Math for all learners GLE 2-12.9 enrolled in AE classes, except for those listed below:

- AE Beginning Literacy Students: AE students reading below GLE 2 must be tested using the TABE Test, Forms 11/12 Level L (Literacy Level Reading only; the Level L Math may be administered but is not required);
- AE students GLE 2-12.9 whose goal is to improve their writing skills must be tested using the TABE Language Subtest, Forms 11/12, Levels E, M, D, and A;
- Students in AE Programs for Correctional Institutions (CI) that do not have access to computers must be tested using the TABE Reading, Math or Language Subtest, Forms 11/12, Levels E, M, D, and A;
- Students in Workplace Education (AE) programs that do not have access to computers must be tested using the TABE Reading, Math or Language Subtest, Forms 11/12, Levels E, M, D, and A;

Students who pre-test at the pre-ASE levels (low intermediate and high intermediate levels, GLE 4-8.9) and at the low ASE level (GLE 9-10.9) must be tested in both Reading and Math, including students enrolled in STAR classes at programs offering STAR.

MAPT-CCR Test Administrators

The MAPT-CCR can only be administered by certified MAPT-CCR Administrators. All MAPT-CCR test administrators in ESE/ACLS-funded sites must complete the online training and have record of completion of this training on file with UMass. Program staff may not train other program staff in MAPT-CCR Test Administration.

The MAPT-CCR Test Administrator Training is available online:
https://umassamherst.co1.qualtrics.com/SE/?SID=SV_cOzTFuhOmYmilX7

Once test administrators have completed the MAPT-CCR Administrator training, Test Administrator Logins and passwords will be created and will be sent to the email address provided within two weeks.

Test administrators who have completed this training can administer the MAPT-CCR to their own students. A trained MAPT-CCR administrator must be present the entire time when the MAPT-CCR is administered.

Student MAPT-CCR Logins and LACES IDs (MAPT)

To take the MAPT-CCR, students must have a Site ID, their own LACES ID (MAPT), and their password to access OWL.

SITE ID: The Site ID is a 3 or 4 digit number that is the LACES site code.

LACES ID (MAPT): Students MUST have their LACES ID (MAPT) number. If students are currently enrolled in an AE program and class in the current fiscal year, they already have a LACES ID (MAPT). If a student has been exited from the program, or is new to the program, program staff must enter a student's intake information into LACES and enroll the student in a class to obtain a LACES ID (MAPT) for that student. The LACES ID (MAPT) is generated when this information is entered into LACES.

> **Important!** Always avoid duplicating/creating student IDs! Before creating a LACES ID (MAPT) for a student, test administrators or other program staff must check to make sure one does not already exist in the LACES system. Some reasons why a student may already have a student ID is that a student has current enrollment at more than one program, a student was enrolled at a different program in the past, or the student moved from an ESOL class to an AE class.
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> **This check must happen on the data entry side. When students have more than one account, OWL staff move tests by hand and that is time-consuming (and costly) but necessary to ensure that ACLS has complete student records.**

If a program is generating a new LACES ID (MAPT) for a new student, the process is not instantaneous:
- If a student's intake information is entered into LACES *before* 4 p.m., an account for testing in OWL will be ready by 5 pm that same day.
- If a student's intake information is entered into LACES *after* 4 p.m., an account for testing in OWL will be ready by 8 a.m. the following morning.

PASSWORD: The student's password is always their last name as it was entered into LACES at intake, including multiple names, spacing or hyphens, apostrophes, etc. If a program enters Smith-Jones as Smith Jones in the last name field, that is what OWL will expect as the password (same with O'Reilly as O'Reilly, or Oreilly). If there are 4 names in the LACES Last Name field, then 4 names will be expected/required for the password.

If a student is taking a test under the wrong name, stop the test immediately and alert UMass-OWL Technical Support via "Send Message." Technical Support Staff will reset the test within 24 hours, Monday through Friday.

MAPT-CCR Test Administration Conditions

The MAPT-CCR is available 24 hours a day, 7 days a week. The MAPT-CCR must be administered at program sites, during program hours, with a test administrator present.

For any tests that the OWL system records as having been taken between 10 pm to 7 am or on weekends, staff from UMass will follow up with programs to verify valid test administration. UMass OWL Technical Support will invalidate tests that are found to have been taken offsite without a test administrator present.

Test administrators should ensure that the testing location is quiet and comfortable. Students should not be distracted by their surroundings while taking the test. Learners may be tested in a computer lab, empty classroom, office, or other space. The MAPT-CCR should not be administered in a test in a classroom where other students are working (not taking the MAPT-CCR) or talking.

Test Administrator Preparation
Test administrators should be ready for testing. Test administrators should have the information regarding students' individual LACES ID (MAPT), site ID, and test level ready before students sit down to take the test.

Test administrators should introduce the MAPT-CCR to students before they take the test. Before students take the MAPT-CCR, test administrators should briefly explain the test and score report, why students are being tested, and go over some test-taking strategies.

Computer Readiness, Screen Adjustment, and Troubleshooting Internet Connectivity
Test administrators should check to see if the computers that will be used for testing meet minimum requirements for testing (see the table below). Please note that if the available computer does not meet all the computer system requirements but passes the readiness test described below and has a large enough monitor, then the computer is most likely fine for MAPT-CCR testing.

Computer Feature	Minimum Requirement / Notes
Operating System	PC: Windows XP or newer Mac: OS X
Computer Display	1280 x 1084 pixels is best, though 1024 X 768 pixels is fine. Monitors should be at least 19" CRT's or 17" LCD's.
Computer RAM	512 minimum if using Windows XP. If programs are using Windows '98 or 2000, **and** have enough memory to run an up-to-date browser (Internet Explorer, Netscape, Mozilla), this also is sufficient.
Web Browser	Windows: An up to date version of Firefox, Chrome, or Internet Explorer Mac: An up to date version of Firefox, Chrome or Safari
Internet Connection Speed	DSL, Cable or a T1 line all work
Laptops and hand-held mobile devices	System recommendations for laptops are the same as for desktops. Hand-held mobile devices are not appropriate for MAPT-CCR testing for various reasons, including small screen size.

<u>Ensure the computers that students will be using are on and in good working order.</u> Please perform a computer readiness test (below) on any computer that has not already been used successfully for MAPT-CCR prior to using it for actual testing.

To check how many pixels the screen is set at, go to the Windows "Start button" on the lower left part of the computer screen, click on "Settings," and then "Control Panel." From there select "Display," then "Settings," and "Screen Area." Move the pointer to 1280 x 1084, and click okay. A message will pop up that states that Windows will apply the new settings.

Before students are scheduled to take the test, test administrators can use a MAPT-CCR test administrator login to log in to the OWL Testing System and access a Practice Test. The purpose of this is to test the site or program's connectivity to the Internet (and to UMass). Poor connectivity could result in students being "kicked out" of the test while taking it, images or pages being slow to load, or students having difficulty logging back into the test.

Note that test administrators need an OWL account to log into OWL. If a program staff person does not have an OWL account or cannot recall the login information, send an email message to mapt-owl-help@it.umass.edu. Include name, site, email address and indicate that a test administrator account for testing the computer setup(s). Individuals must be certified MAPT-CCR Test Administrators in order to receive a Test Administrator login

Walk through the "Sample Questions - Reading" and the "Sample Questions - Math" tests and answer the following questions:

Are the pages loading within a few seconds? Is the calculator on Questions 2 and 3 of the "Sample Questions – Math" test visible? It looks like this:
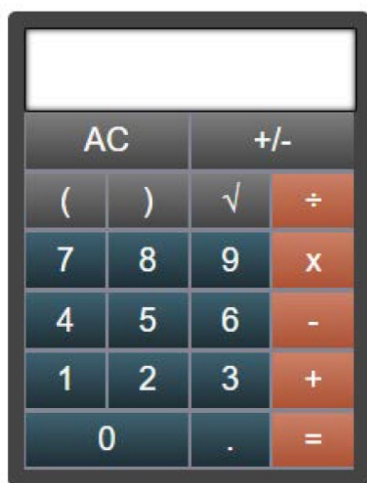
- Are all the rows of buttons that appear in the above image present?
- Is the calculator functioning (try adding two numbers, for example)?
- Is the text in the "Sample Questions - Reading" easy to view (large enough, clear and undistorted)?

- Is it possible to submit answers to the four questions in each of those tests?
- Did everything (including the log in pages) appear to be displaying and functioning correctly?

If the answers is yes to all of these questions and nothing else occurs that would cause concerned, then the computer setup is most likely fine for MAPT-CCR testing.

If pages or images are very slow to load, or if a student's computer cannot connect to the Internet at a web page that is refreshed often (e.g., http://www.cnn.com), then the problem may be with the program or site's connection to the Internet. Some options to try include:
- Refreshing the browser
- Closing the browser, then re-opening it and logging back into the test
- Using a different browser or a different computer
- Contacting the Technical Support person for the site

If web pages such as http://www.cnn.com seem to work but the MAPT-CCR question or graphics are slow to load during the test, alert UMass-OWL Technical Support via "Send Message." There may be a connection problem on the UMass end.

If students would like to adjust the size of the text on the screen, students or test administrators can adjust the display for readability. By clicking on Ctl+, it is possible to increase the size of the display (font, etc.), and clicking on Ctl- will decrease the size of the display.

If a student's computer shuts down (e.g., due to a power outage) but then regains power, the student should log back into OWL, click on the test they were taking. Students may then click on the "Continue" link to begin the test where they left off.

Administration Time for the MAPT-CCR
The MAPT-CCR is un-timed. Most students will complete the 40 questions in the MAPT-CCR for Reading or the MAPT-CCR for Math in 60 to 75 minutes, but a two-hour time block for testing is recommended to allow students more time if needed.

All students should try to complete the test in one session for accurate test results as the test is intended to be taken in one sitting. Test administration should not be split into multiple sessions unless absolutely necessary.

However, if students do not finish in one sitting, they can exit the test and return to it within 15 days. When these students log in, they will return to the point in the test where they left off. Students do have 15 days from when they started the test to when they finish for the test to be considered valid. (For example, if a student begins a test on a Monday, he or she has two more Mondays to complete that test.)

Students must finish a MAPT-CCR for Math or MAPT-CCR for Reading test they began within 15 days or a test reset will be needed.

Requesting a Test Reset After 15 Days Have Passed
If the test is not finished within 15 days, the test is not considered valid and will expire.

When students log in after 15 days of starting a test, they will see "Contact Teacher." The test administrator should click the "Make Test Available" radio button on this message to reset the test so students may restart a test back at question 1. When a test is reset, students begin back at question 1 with a new set of questions. This process must be done separately for each student requiring a test reset. Test resets will always be completed within 24 hours, Monday through Friday.

It is very important for test administrators to use their program or site's email address (or their personal email address that they check often) so that UMass OWL Technical Support staff can contact them with a response. A response to a test reset request cannot be sent without an email address. If there is another person at the program who should be notified that a test reset has been completed, the email address for that person should also be included in the request.

Note: For the MAPT-CCR in AECI, there is no option for test administrators to input an email address. UMass CEA and OWL staff will use the originating site information embedded in the message and refer to our contact list with MAPT-CCR test administrators to follow up on support requests.

In scheduling MAPT-CCR administrations, programs should consider holidays, vacation weeks, or other possible delays that might affect students' ability to finish tests within this time.

MAPT-CCR Accommodations
Although the MAPT-CCR was constructed to be as flexible as possible to accommodate learners with various disabilities, there may be many cases in which accommodations are necessary to get a more accurate measure of a particular learner's knowledge and skills. The issues to consider in granting an accommodation on the MAPT-CCR are:
   a) whether the accommodation removes a barrier that may hinder a learner's performance on the MAPT-CCR;
   b) whether the accommodation is consistent with accommodations provided to the learner in the classroom;
   c) whether the accommodation will change what the MAPT-CCR is measuring.

Given those issues, ACLS recommends the following accommodations be granted for students who may want them, because these accommodations are not considered to change the construct (math or reading proficiency) measured on the MAPT-CCR:

- extended time (see ACLS policy regarding resetting a test), including administering the test over two or more days
- separate testing room (away from other learners)
- increase font size (large print)

- touch screen technology for answering questions
- read-aloud presentation of instructions
- read-aloud presentation of the MAPT-CCR for Math test
- sign language presentation of instructions
- recording answers for learners
- use of manipulation equipment (e.g., a head-stick) for navigating through test and answering items

The above list of accommodations is not exhaustive and other accommodations may be requested in some circumstances. ACLS should be contacted for approval in such situations. A well-respected resource for learning more about test accommodations is the web site for the National Center for Educational Outcomes (http://www.education.umn.edu/NCEO/default.html), particularly their frequently asked questions and their test accommodations bibliography (http://education.umn.edu/NCEO/AccomStudies.htm).

Note that in some cases, students may request a read-aloud accommodation on the MAPT-CCR for Reading. This accommodation may change the construct measured (i.e., from reading comprehension to listening comprehension), and so should only be granted when it represents the typical way in which a learner accesses reading material.

To promote the most valid interpretations of MAPT-CCR scores, the accommodations granted to students should match their needs. Thus, accommodations should not be provided to anyone who wants one, just because they happen to be available or allowable. Rather, test accommodation decisions should be made in a careful and thoughtful manner, considering the issues of access and validity, and should be consistent with the accommodations a learner uses as part of their normal instruction.

Decisions regarding test accommodations are difficult to make and should be revisited after students have had experience taking the MAPT-CCR. One way to help decide whether accommodations are needed is to have students take the MAPT-CCR Practice Tests and observe how they interact with the material. Interviewing them about their experience on the Practice Tests, and other tests they have taken in the past may also be helpful. Decisions regarding whether to provide an accommodation, and which accommodations will promote valid score interpretation should be based on a comprehensive evaluation of the needs of specific learners and consideration of valid test score interpretation. Contact ACLS if you have further questions regarding how to accommodate students with disabilities on the MAPT-CCR.

Pre-testing, Post-testing, and the Interval Between Testing
Programs need to pre- and post-test enrolled students each fiscal year in their primary assessment area in order to capture student educational gain.

When a student has enrolled and has a LACES ID (MAPT), they can take the MAPT-CCR. All students must be pre-tested before reaching 18 hours of attendance. The MAPT-CCR is not a placement test and should not be used for that purpose by programs.

After a student takes the MAPT-CCR, the test automatically becomes available again for post-test in the OWL system after two months/60 days. The general recommendation is to post-test after an interval of four months or 65 hours of instruction, whichever comes first.

However, the intensity of classes varies among programs, and some adult learners in intensive classes may reach 65 hours of attended instruction before two months have elapsed. In this case, students with 65 hours of attended instruction may be tested sooner than two months (60 days) after their previous test. If students receive at least 65 hours of instruction before two months/60 days have passed, test administrators can send a message to UMass-OWL Technical Support to request that the test be made available.

To request that a test be made available sooner than 60 days, MAPT-CCR Test Administrators should contact UMass OWL Technical Support using a MAPT-CCR test administrator account, and provide the following information:

- student's first and last name
- student's LACES ID (MAPT)
- site
- hours of Attendance
- person requesting the test reset
- email address of the person requesting the reset
- reason (e.g., student has 65+ hours of attended hours and needs to be post-tested)

Students cannot take the MAPT-CCR more often than three times in each content area within a fiscal year.