

## Supplementary Guidance

### Remote Testing Guidelines for MAPT-CCR

The following guidelines are intended to help your program and its test administrators ensure that both students and staff stay safe and healthy and prevent the spread of COVID-19. This guidance is for test administrators but should also be reviewed by other program staff, considering the collaborative effort that test administration involves takes place between the two. As programs help and support test administrators, guidelines pertaining to both roles are included. Roles and responsibilities may vary from one site to the next, but the following information remains consistent across all locations administering MAPT-CCR via remote testing.

Test administrators can review the MAPT-CCR training for general information relating to administration of the MAPT-CCR test at any time by accessing the training modules on the [ACLS Test Help Blog](#). This module is a supplement to those existing training modules to provide guidance specific to remote testing.

Test administrators and programs should also review the [NRS Remote and Physically Distant In Person Test Administration: Guidance for MA NRS Test Administrators](#) distributed by ACLS (July 1, 2020).

If programs have questions about administering the MAPT-CCR please send questions to the UMass CEA ([aclstesthelp@educ.umass.edu](mailto:aclstesthelp@educ.umass.edu)).

#### Summary of Administration Changes Under Remote Conditions for MAPT-CCR

When the MAPT-CCR is administered remotely, the main change for many students - those who are enrolled in community learning center programs - is that they are responding to test items via [OWL for community learning centers](#) on a device that is connected to the Internet, and the student is taking the test in their home or another location that is not the adult education program site. The student and the test administrator are connected at all times during test administration by means of a videoconference-type session, so that the test administrator can maintain a visual link with the student.

Please note that Corrections students should log in to [OWL for Corrections](#).

#### Technology Requirements

##### For both Test Administrators and Students

- Camera-enabled computer/Chromebook/tablet with internet browser
  - MAPT-CCR can be taken on a smart phone a) if there are no other options for devices for students to take the MAPT-CCR, and b) if students are receiving instruction and completing class work/homework on their smartphone
- Stable internet connection
- Access to and familiarity with videoconferencing platform

A note regarding MAPT-CCR on smartphones: It is strongly recommended that students take the MAPT-CCR on a desktop or laptop computer or a tablet, but a) if there are no other options for devices for students to take the MAPT-CCR, and b) if students are receiving instruction and completing class work/homework on their smartphone, in those limited circumstances programs can have students take their test on the smartphone that students have access to. The smartphone must have an internet browser installed and be capable of maintaining a videoconferencing link with the test administrator (e.g., Zoom, FaceTime, Google Meet, etc.).

While the test can be administered on the smartphone, at present neither the OWL delivery platform nor the content of the MAPT-CCR is optimized for the screen of a small mobile device. With screen size limitations of a smartphone, students may need to scroll both up and down and left and right to view components of items (such as images and tables), and pinch in or out to enlarge or minimize the content of each item. Students taking a Math test will still have the option to use the calculator and the formula page with the items for which those features are available, but they may open in separate browser windows, depending on the device and browser used.

All test security guidance remains in effect with smartphone test delivery, including videoconference monitoring and reminders to students to not obtain assistance from others who may be nearby.

## Before Testing

### One to Two Weeks Prior

- Review [SABES](#) resources on technology /videoconferencing, such as [Zoom instructional materials](#) to ensure that test administrators have comfort with the necessary functions of the videoconferencing platform
  - Programs can use any videoconferencing software that provides the required capabilities (chat, screen sharing, and breakout rooms if testing more than one student simultaneously).
- Address test administrator and/or student needs or concerns with using videoconferencing platform
- Inform student(s) of technology requirements and confirm that each student to be tested is able to take MAPT-CCR remotely
- Confirm technology set-up for the test administrator

### One Week Prior

- Contact student(s) to schedule test session
- No more than 5 students per session
- Programs should use their established methods/strategies to communicate with students to make initial contact for testing as well as followup around scheduling
- Strongly advise students to identify a quiet place free from distraction where they will take their test
- If necessary*, set up one or more “tryout” sessions with student(s) to:
  - troubleshoot OWL login and videoconferencing software, including use of breakout rooms, screen sharing, and chat, and

- complete the online Sample Items and/or Practice Tests.
- Online practice tests must be proctored by a certified MAPT-CCR test administrator
- Inform students that they must have some form of ID nearby during the test session to verify their identity (if they are not known to the test administrator)
  - Local identity verification procedures may be instituted at the program level, so long as the student taking a test can be properly identified, prior to taking the test.

### Two Days Prior

- Set up videoconferencing sessions in the program's preferred videoconferencing platform
  - Ensure all participants are muted upon entry
  - Limit chat messages to only be allowed between participants and the host (not among students)
  - Assign students to breakout rooms
  - Determine in advance how long the test session will be, allowing for initial identity verification, login troubleshooting, test selection, and test administration
  - Develop protocol for additional test sessions if needed by students to complete testing
  - Ensure that software allow for screen sharing from participants to host
  - Do not record test sessions
- Contact student(s) to confirm the test session, providing the videoconferencing link
  - **Do not provide or post this link publicly**
- Provide students with MAPT-CCR login and password, and OWL URL
  - For all programs except County Houses of Corrections, use: <http://mapt-ccr.owl.umass.edu/start>
  - County Houses of Corrections should use: <http://mapt-ccr-cf.owl.umass.edu/start>
  - Note that students cannot be told to search online for the OWL-MAPT login page
- Remind student(s) that some form of ID must be accessible during testing for verifying identity, subject to program identification verification procedures
- Instruct students that they are not to login to OWL except when connected to a test administrator during a scheduled test session via videoconferencing.
- Determine the content area for each student's test (Math or Reading)
  - If this is the students first ever MAPT-CCR test, the test administrator must also determine the level at which the student should start the MAPT-CCR
- Identify any assessment accommodations for students that may be needed, considering instructional accommodations typically provided
  - Arrange for those supports to be present and/or available during the test session.

### Day of Testing

#### Before the Test Session

- Send reminder to student(s) about the test session (email, text, phone is fine – whatever mechanism the program uses to communicate with students)
- Log into the videoconferencing software about 15 minutes before the start of the test session, allowing time for troubleshooting if needed

### Starting the Test Session

- Greet student(s) and take attendance for the session
- Verify identity of students not known to the test administrator
- Explain to the student(s) how the test session will work
  - Each student will be in a breakout room for test administration
  - Students should plan to stay in the breakout room, as well as the physical space they are in, for the duration of the test session
  - Students should not disable their camera during the test session
  - At any time, students may be asked to share their screen with the test administrator
  - Failing to comply with the screen sharing request from a test administrator may result in the student's test session being invalidated
- Inform students that they should use the chat feature to privately let the test administrator know when they have finished all test questions
- Advise students that, if the videoconferencing feed is interrupted for any reason, they should stop responding to test items immediately and contact the Test Administrator by phone, text, or email
- Send students to their individual breakout rooms
- 'Meet' with each student in their individual breakout room
- Assist with logging in to OWL and instruct them on which content area to take
- If this is the student's first MAPT-CCR test, provide the student with their appropriate test level
- Have the student start the MAPT-CCR test and then leave the breakout room, moving onto the next student until all students (up to seven per session) are testing successfully

### During the Test Session

- Have the students follow the on-screen directions to proceed through the test
- Remain in the main meeting room during the test session, virtually checking in on each breakout room as needed
- Monitor the chat record for requests for help from students
- Use the camera feed from each student to monitor the student for suspicious/cheating behaviors (movement in physical space, use of cellphone, assistance from others in the physical space, etc.)
- Monitor progress by asking students to share their screen at any time to see what number question they are on

### Ending the Test Session

- For each student, enter the breakout room and ask the student to share their screen to confirm that the test has been submitted
- While still screen sharing, ask the student to log out of OWL, confirming that the student has successfully done so
- You may allow students to leave the videoconferencing as they finish the session, or you may ask them to wait in the main meeting room and dismiss students as a group

- Have a protocol in place to work with students who are unable to finish the MAPT-CCR in the time allotted for the videoconferencing session, as they are permitted unlimited time within a two-week period and additional test sessions may be needed

### **After Testing**

After a test session is over, within 12 hours each student's scores from completed tests are transferred automatically to LACES. In addition, the student's individual score report will also be available within 12 hours.