

2013 CAPT Administration



**Training for
Test Examiners**

What's New in 2013

Supplemental Testing

There is no paper-and-pencil CAPT supplemental testing during the 2013 administration.

Return of Test Materials: Two Shipments

First Shipment: all completed scorable materials (answer booklets) after the first two weeks of testing.

Second Shipment: all additional scorable materials (makeups) and all nonscorable materials following regular schedule.

What's New in 2013

Improved MIST Practice Web Site:

- Is open to the public with no password
- Contains all CMT and CAPT grades and subjects
- Includes multiple-choice and open-ended sample items that can be answered online
- Allows practice in using online testing tools
- Includes answer keys in some sessions
- Can be found at the following link:
<https://mist.measinc.com/Practice/CT>

What's New in 2013

Measurement Incorporated Secure Testing (MIST) Application

- The MIST application has been upgraded and must be updated on each testing computer.
- The MIST Proctor Web site is improved and includes new training videos by topic. It also allows proctors to practice.
- MIST now supports the collection of the following demographics through the Proctor Web site:
 - ELL Exempt
 - Student Enrolled in this School after October 1, 2012
 - Student Enrolled in this District after October 1, 2012

CAPT Practice Tests

- May be administered any time before the start of testing.
- There is one practice test for each of the four content areas.
- Practice Tests are also available for the CAPT MAS in Reading and Mathematics.
- A MIST practice test is also available for students testing online at <https://mist.measinc.com/Practice/CT>
- Each Practice Test takes about 15 minutes to administer.
- The Practice Tests must be administered to students in school.

CAPT Practice Tests

- All Grade 10 students must have the opportunity to take the CAPT Practice Tests before testing begins.
- Retest students should take the CAPT Practice Tests only in the areas in which they are retesting.
- The Practice Tests are not secure and hard copies may be kept by students.

CAPT Brochures (Optional)

CAPT informational brochures are available to distribute to students and parents. The brochure provides an overview of the testing program.

Brochures are available for the standard test (English and Spanish versions), MAS, and Skills Checklist.

The brochures can be downloaded at the CT State Department of Education Web site (www.sde.ct.gov). Click on Student Assessment then CAPT Resources and Publications.

2013 CAPT Schedule

Testing Window

March 1 - 28, 2013

The following are mandated testing dates:

Interdisciplinary Writing Session 1	March 5
Response to Literature Session 1	March 6
Interdisciplinary Writing Session 2	March 7

All live, paper-and-pencil supplemental, and make-up testing must be completed prior to March 28, 2013.

Testing Schedule

- Maximum of two testing sessions a day.
- Sessions 1 and 2 of Mathematics do **not** have to be administered on the same day. This applies to Science as well.
- Within a school, all students must be tested on the same day at the same time for a given subtest.
- All Grade 10 and retest students must be tested at the same time on a given subtest.
- CAPT MAS does **not** have to be administered on the same schedule as the standard CAPT.

Standard CAPT Schedule

Subtest	Testing Time	Time for Directions	Total Time
Response to Literature Session 1	70 minutes	10 minutes	80 minutes
Reading for Information Session 1	45 minutes	15 minutes	60 minutes
Mathematics Session 1 Break	75 minutes	15 minutes	90 minutes 10 minutes+
Mathematics Session 2	75 minutes	5 minutes*	80 minutes
Science Session 1 Break	50 minutes	15 minutes	65 minutes 10 minutes+
Science Session 2	50 minutes	5 minutes*	55 minutes
Interdisciplinary Writing Session Session 1	65 minutes	15 minutes	80 minutes
Session 2	65 minutes	15 minutes	80 minutes
Editing & Revising Session 1	25 minutes	10 minutes	35 minutes

* Allow 15 minutes for directions if administered on separate days.

CAPT Modified Assessment System (MAS) Schedule

CAPT MAS Content Area	Session/Subtest	Testing Time	Time for Directions	Total Time
Mathematics	Session 1	75 minutes	15 minutes	90 minutes
	Session 2	75 minutes	5 minutes*	80 minutes
Reading	Response to Literature	70 minutes	10 minutes	80 minutes
	Reading for Information	45 minutes	15 minutes	60 minutes

* Allow 15 minutes for directions if administered on separate days.

NOTE: The testing times for the CAPT MAS are the same as those for the standard test. Students taking the CAPT MAS are likely to receive the test accommodation of extended time.

All students must complete the CAPT MAS Mathematics and Reading online using MIST. Students completing the MAS Mathematics will answer the open-ended items in their test booklet.

Test Security

All CAPT materials are secure including standard, MAS, and supplemental test and answer booklets with the exception of the following:

- * CAPT Practice Tests
- * CAPT Brochures
- * CAPT Skills Checklist
- * Test Coordinator and Examiner Manuals
- * Mathematics Rulers and Formula Charts
- * Science Periodic Tables

Test Security

Violation of test security is a serious matter with far-reaching consequences. Breaches of test security include, but are not limited to, copying test materials, failing to return test materials, coaching students, giving students answers, changing students' answers, and/or discussing or sharing secure test items. Such acts may lead to the invalidation of an entire school district's student test scores, disruption of the test system statewide, and legal action against the individuals committing the breach. A breach of test security may be dealt with as a violation of the Code of Professional Responsibility for Teachers, as well as a violation of other pertinent state and federal laws and regulations. The CSDE will investigate all such matters and pursue appropriate follow-up action. Any person found to have breached the security of the test system may be subject to sanctions including, but not limited to, disciplinary action by a local board of education, the revocation of Connecticut teaching certification by the State Board of Education (see Section 10-145b(m) of the Connecticut General Statutes), and civil liability pursuant to federal copyright law.

Test Security

It is not appropriate to review or discuss any live or supplemental test items **even after testing has been completed.**

Only test items that have been officially released from previous years' tests may be discussed or utilized.

Who Should Be Tested?

All grade 10 students must be tested on the standard CAPT, CAPT MAS, or the CAPT Skills Checklist.

Grade 10 repeaters **must** be tested (in the grade 10 answer document) unless they have previously achieved the state **Goal (level 4)** or above in that content area.

Students may retest in grades 11 and/or 12, if they have not previously achieved the Goal level in a particular content area.

Test Accommodations

- Students who receive Special Education services, students identified as disabled under Section 504, and students identified as ELL must be tested, with any accommodations previously entered on the CAPT/CMT Accommodations Data Collection Web site.
- Test examiners are responsible for providing any test accommodations.

Potential Problem to Avoid

Not providing students with appropriate test accommodations can invalidate the test administration and result in additional testing.

Standard CAPT Answer Booklets

Grade 10 students use the Grade 10 answer booklet with a **BLUE** cover for the entire test.

Grade 11 and 12 students use the retest answer booklet with an **ORANGE** cover for the entire test.

Students should use the same answer booklet throughout testing. All answer booklets are **secure**.

Potential Problem to Avoid

Students are sometimes given the incorrect answer booklet (Grade 10 vs. Retest) or another student's answer booklet by mistake.

Completing the Front Cover of the Answer Booklet

Use of Pre-ID Labels

Most students will have a Pre-ID label that includes demographic information.

Students with a Pre-ID Label must still complete the written “Student Name, School, and District” box on the front of the answer booklet.

Gridding information on the front of answer document will not override the Pre-ID label.

Sample
Label:



Name: SUSAN A. SMITH
Birthdate: 04/26/93
Gender: M
School: EAST HARTFORD HS
District: EAST HARTFORD
Grade: 10

What Happens If ...

There are Pre-ID labels for a student who left my school before testing began?

- The labels may be destroyed.

Pre-ID label for a student who is no longer in my school were applied to an answer booklet in error?

- Write “Do Not Score” on the front cover of the answer booklet and return them to the District Test Coordinator with Non-scorable test materials.

The student information on the Pre-ID label includes errors?

- Do **not** use a generic barcode label or make corrections on the label.
- Use the Pre-ID label provided for the student.
- Contact your District Test Coordinator with corrections to ensure that the student’s demographic information is fixed later and reported accurately.

Front Cover of Grade 10 Answer Booklet

Students with Pre-ID Labels

- Write in Student Name, Teacher Name, School, and District
- Do **not** fill in any grids on front cover

Students using Generic barcode labels

- Write in Student Name, Teacher Name, School, and District
- **Fill in** all grids on front cover



Connecticut Academic Performance Test
Third Generation

Student Name: _____

Teacher/Examiner: _____

School: _____ District: _____

Grade 10 Answer Booklet 2013 CENSUS FORMS

LAST NAME	FIRST NAME	MI
A	A	A
B	B	B
C	C	C
D	D	D
E	E	E
F	F	F
G	G	G
H	H	H
I	I	I
J	J	J
K	K	K
L	L	L
M	M	M
N	N	N
O	O	O
P	P	P
Q	Q	Q
R	R	R
S	S	S
T	T	T
U	U	U
V	V	V
W	W	W
X	X	X
Y	Y	Y
Z	Z	Z
0	0	0
1	1	1
2	2	2
3	3	3
4	4	4
5	5	5
6	6	6
7	7	7
8	8	8
9	9	9
.	.	.
'	'	'
-	-	-

Hyphen Apostrophe Period Blank Space

DATE OF BIRTH

Month	Day	Year
<input type="radio"/> Jan	<input type="radio"/> Feb	<input type="radio"/> 1992
<input type="radio"/> Mar	<input type="radio"/> Apr	<input type="radio"/> 1993
<input type="radio"/> May	<input type="radio"/> Jun	<input type="radio"/> 1994
<input type="radio"/> Jul	<input type="radio"/> Aug	<input type="radio"/> 1995
<input type="radio"/> Sep	<input type="radio"/> Oct	<input type="radio"/> 1996
<input type="radio"/> Nov	<input type="radio"/> Dec	<input type="radio"/> 1997
		<input type="radio"/> 1998
		<input type="radio"/> 1999
		<input type="radio"/> 2000

GENDER

Male Female

RESIDENT TOWN CODE

Place student barcode label in this space.

DO NOT WRITE IN THIS AREA



Completing the Back Cover of the Answer Booklet

Left Blank

Must be filled in for any Grade 10 student who is present for testing but leaves a test session completely blank.

Note: Left Blank can also be indicated for students testing online using MIST.

Potential Problem to Avoid

Not filling in the Left Blank bubble when a student is present for testing but has left a test session completely blank. In these cases, the student is **counted as absent**.

Test Examiners

Test Examiners should be certified teachers, however, if a paraprofessional or substitute teacher is needed to administer a test, he or she must be fully trained in test administration and test security procedures.

Paraprofessionals should be monitored by a certified teacher to ensure that test administration and security procedures are followed. A substitute teacher should be monitored by the building principal or another administrator to ensure that test administration and security procedures are followed.

There should be at least one Test Examiner for every thirty students.

Test Examiner Responsibilities

Prior to the Test Administration

Read the Test Examiner's Manual carefully, including the directions for each section of the test that you will be administering.

Be sure to read Appendix B of the Test Examiner's Manual which includes common questions and answers.

Be sure you are familiar with the testing schedule in your school.

Test Examiner Responsibilities

Calculator Use Policy*

Students should be allowed to use any calculator provided to them, or any calculator of their choosing (exceptions are listed below), including those with limited text entry capabilities such as some scientific and graphing calculators.

Students may not use:

- Calculators built into cell phones or other electronic communication devices
- Laptop, portable/handheld or tablet computers
- Calculators with a QWERTY (keyboard-like) keypad
- Any device that is capable of connecting to the Internet

* The CAPT calculator use policy follows guidelines from national standardized assessments (e.g., SAT, ACT, etc.).

Test Examiner Responsibilities

On the Day of the Test Administration

Check your test materials against the list of required materials in the Test Examiner Manual.

Be sure you have sufficient numbers of test booklets, answer booklets, and No. 2 pencils for all students.

Note: Blue or black ink pen may be used on the Response to Literature and Interdisciplinary Writing subtests only.

Be sure the following materials are also distributed:

Mathematics – calculators, rulers, and formula charts

Science – periodic tables

Potential Problem to Avoid

Not providing students with all of the appropriate test materials, including calculators, rulers, and formula charts for Mathematics or periodic tables for Science. Failure to do so may result in invalidating the test administration.

Test Examiner Responsibilities

On the Day of the Test Administration

Be sure to read the directions exactly as stated in the Test Examiner's Manual. Directions in bold, indented print are read aloud to students.

Be sure to follow the allotted testing times for each subtest.

Directions may be clarified while students are taking the test. **Assistance must be limited to clarifying directions** and having students record their responses in the right place in the answer booklet.

It is not appropriate to give any clues or explanations that would help students to answer any questions. This includes any information posted on walls in a classroom.

Potential Problem to Avoid

Not following the directions, including time limits, exactly as stated in the Test Examiner Manual. Failure to do so may result in invalidating the test administration.

Test Examiner Responsibilities

During the Test Administration

As students are taking the test, circulate around the room to make certain they are marking their answers in the correct section of the answer booklet.

Assistance to students must be limited to mechanical aspects of marking answers, clarifying directions, or finding the right place in the answer document to respond.

Students who finish early may not work on any other sections of the test.

Test Examiner Responsibilities

During the Test Administration

Keep an accurate record of all **absent** students for the test coordinator.

Note any students that leave a test session completely **blank** (Left Blank bubble must be filled in on back of the answer booklet at the end of the test session).

Test Examiner Responsibilities

Test Irregularities

Test Irregularities involve a disruption of the test administration due to various circumstances (e.g., fire drill, a student becomes ill, improper test directions given, cheating incident, correct testing times not followed, etc.).

Notify the school test coordinator as soon as possible if a test irregularity occurs and await further instructions.

Test Examiner Responsibilities

After the Test Administration

Answer booklets should be inspected to check:

- all students have recorded their responses in the correct section of the answer booklet. Notify the test coordinator if there is a problem.
- the **LEFT BLANK** bubble is filled in on the back of the answer booklet if a student has left that test session completely blank.

Test Examiner Responsibilities

After the Test Administration

Be sure that all test and answer booklets have been accounted for and are returned to the test coordinator in a secure manner.

- If you are a **regular education teacher** and not administering the MAS or using the MIST application, please print and sign the form on the next page. The remaining presentation pertains to the MAS/MIST application.
- If you are a **special education teacher** or are **helping to administer the MAS** or **using the MIST application**, please print and sign the form on the next slide. Then continue with the remaining presentation and also print and sign the last page.

Presentation Sign Off

If you are a **regular education teacher** and not administering the MAS or using the MIST application, please print this slide and sign it. Please give it to your building secretary who will forward them to Linda Berry at Central Office.

2013 CAPT TEST EXAMINER'S PRESENTATION

I _____

FROM _____ SCHOOL
HAVE VIEWED THIS PRESENTATION AND UNDERSTAND THE
MATERIAL.

SIGNATURE

MAS Tests

- MAS Tests in Mathematics and Reading are administered on MIST.
- MAS Mathematics students must answer multiple-choice questions using MIST and answer open-ended questions in the MAS Mathematics test booklet. (No MAS Reference Booklets are available for the CAPT Program)
- A CAPT MAS Mathematics test booklet is provided in the initial shipment of materials for students registered on the Data Collections Web Site prior to December 3, 2012.
- There is no overage of MAS booklets provided in the district overage shipment.

MAS Tests

- The only MAS Reading test booklets that are included in the school shipment are those for students who were registered for the **For Reference Only** accommodation or **Respond in Test Booklet** accommodation on the Data Collections Web Site prior to December 3, 2012.
- There is no overage of MAS booklets provided in the district overage shipment.

MAS Tests

Are you a MAS student?	Do you have a MIST accommodation?	Do you have a Respond in Test Booklet for MAS accommodation?	Do you have a MAS For Reference Only accommodation?	Test Format	How is Test Provided?	Practice Test Format	How is Practice Test Provided?	TEM	How is TEM Provided?
No	No	N/A	N/A	Paper	Shipped	Paper	Shipped	Standard	Shipped
No	Yes	N/A	N/A	MIST	On-line	MIST	On-Line	MIST	Shipped; Additional Available On-line
Yes	N/A	No	No	MIST	On-line	MIST	On-Line	MIST	Shipped; Additional Available On-line
Yes	N/A	No	Yes	MIST with Paper for Reference	MIST and Shipped	MIST	On-Line	MIST	Shipped; Additional Available On-line
Yes	N/A	Yes	No	Paper	Shipped	Paper	On-line Download	MAS	On-line Download

MAS Tests

Are you a MAS student?	Do you have a MIST accommodation?	Do you have a Respond in Test Booklet for MAS accommodation?	Do you have a MAS For Reference Only accommodation?	Test Format	How is Test Provided?	Practice Test Format	How is Practice Test Provided?	TEM	How is TEM Provided?
No	No	N/A	N/A	Paper	Shipped	Paper	Shipped	Standard	Shipped
No	Yes	N/A	N/A	MIST	On-line	MIST	On-Line	MIST	Shipped; Additional Available On-line
Yes	N/A	No	No	MIST	On-line	MIST	On-Line	MIST	Shipped; Additional Available On-line
Yes	N/A	No	Yes	MIST with Paper for Reference	MIST and Shipped	MIST	On-Line	MIST	Shipped; Additional Available On-line
Yes	N/A	Yes	No	Paper	Shipped	Paper	On-line Download	MAS	On-line Download

MIST – Online Testing

- All standard and MAS CAPT test sessions are available on MIST for students with accommodations.
- Students must have access to a computer with an Internet connection.
- The computer must have the 2013 MIST launcher installed.
- Students who were pre-identified on the CAPT/CMT Test Accommodations Data Collection Web site by **February 22** will be listed on the MIST rosters.
- New students may be added (along with demographic information) using the “Adding a New Student” feature on the proctor website. These students **must** also be entered on the CAPT/CMT Test Accommodations Data Collection Web site.

MIST

- All test sessions are available
- Mathematics and MAS Mathematics require the submission of answer/test booklets along with the use of the MIST application
- New Students – ALL demographic information must be entered (that is, all information that would normally be entered on the front and back covers of a Grade 10 answer booklet)

MIST Practice Web Site (NEW)

- There is a MIST Proctor Practice Site for proctors to practice most of the basic MIST tasks.
- This site is accessed by logging in to the Proctor Web site with your proctor practice username and password.
- There are also new, improved training videos available on the Proctor Web Site.

MIST – Proctor Station

The MIST Proctor Station is the place to go to perform a variety of tasks including:

- Selecting a test for a student
- Adding a test for a student
- Entering a Non-Participant Code (absent, left blank)
- Checking a student's test status

MIST Proctor Station has been upgraded for 2013.

MIST – Text Reader

- The Text Reader features a human voice.
- The fast forward and rewind feature of the text reader has been improved.
- The audio now scrolls through the text along with the highlighting so that students may move to a specific section of the text.



Presentation Sign Off

If you are a **special education teacher** or are **helping to administer the MAS or using the MIST application**, please print this slide and sign it. Please give it to your building secretary who will forward them to Linda Berry at Central Office.

2013 CAPT MIST TEST EXAMINER'S PRESENTATION

I _____

FROM _____ SCHOOL
HAVE VIEWED THIS PRESENTATION AND UNDERSTAND THE
MATERIAL.

SIGNATURE