



2013
Connecticut Mastery Test

**Training for
Test Examiners**

New in 2013

Supplemental Testing

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

Test Accommodations

- The [Assessment Guidelines 2012-2013 Edition](#) is available on the CSDE Web site.

New in 2013

The Measurement Incorporated Secure Testing (MIST) Application

- The MIST application has been upgraded and must be updated on each testing computer.
- The [Measurement Incorporated Secure Testing](#) site has been improved. Some of these changes include improved usability (e.g., there are now separate tabs for Downloads, Software, and Documentation). Also, there are now improved training videos, with each video covering a single topic.
- The [MIST Practice Site](#) is free to the public with no password, contains all CMT grades and subjects, exposes students to multiple-choice and constructed responses and allows practice using online testing tools.
- Students who are tested using the MIST application need to have the following reporting information provided through the [Measurement Incorporated Secure Testing](#) site, as applicable.
 - ELL Exempt
 - Student Enrolled in this School after October 1, 2012
 - Student Enrolled in this District after October 1, 2012

MIST Proctor Site

New training modules are available on the MIST Proctor Site.



The screenshot shows the MIST Proctor Site interface. The top navigation bar includes the MIST logo, 'CMT 2013', and a 'Sign Out' link. Below this is a search bar. The left sidebar contains a menu with the following items: Tests, Students, Downloads, Documents, Videos (highlighted), and FAQ. The main content area is titled 'MIST Instructional Videos' and includes a note: 'Quicktime is required to view MIST Instructional videos.' Below this, there is a list of eight instructional videos, each with a play button icon, a title, a description, and a 'Download' button:

- Setting up a Tester Station (Student Login)**
Illustrates how to initiate a test on the MIST Tester Station when the student logs in using a password ticket.
- Setting up a Tester Station (Proctor Login)**
Illustrates how to initiate a test on the MIST Tester Station by using your proctor account.
- Viewing and Printing Tester Passwords**
Illustrates how to print passwords to allow students to log into the MIST Tester Station.
- Pausing and Resuming a Tester (Same Testing Session)**
Illustrates how to pause and resume a tester during a testing session, such as when a tester needs a bathroom break.
- Pausing and Resuming a Tester (Multiple Testing Sessions)**
Illustrates how to pause and resume a tester when testing must be continued in a later session, such as when a tester leaves sick.
- Moving a Tester to a Different Tester Station**
Illustrates how to move a tester to a different tester station. This may be necessary if a computer malfunctions.
- Marking a Tester as Non-Participant**
Illustrates how to mark a tester as non-participant if they are unable to take a test.
- Reactivating a Non-Participant**
Illustrates how to reactivate a non-participant tester if they become able to take a test.

Who Should be Tested?

All students enrolled in Grades 3 – 8 must participate in the CMT.

Students who receive special education services **may not be exempted** from participating in the CMT. These students **must** participate in either:

- the standard grade-level CMT with any approved accommodations;
- the CMT Modified Assessment System (MAS) for Mathematics and/or Reading along with the standard grade-level CMT for all other content areas with any approved accommodations; and
- the CMT Skills Checklist.

Test Security

- To maintain the integrity and validity of the Connecticut Mastery Test, security measures must be maintained by **all school staff** prior to, during and after testing.
- Read pages 1 – 2 in the CMT Test Examiner’s Manual for information about test security and security breaches.
- Examples of security breaches include, but are not limited to:
 - **Reviewing, examining, or analyzing** test items or student responses to items (including supplemental items) either prior to, during, or after testing;
 - **Keeping, copying, reproducing, cloning, or using** in any manner inconsistent with instructions specified in the Test Examiner’s and the Test Coordinator’s Manuals any item (including supplemental items) or any portion of any test (including supplemental tests) except those items and tests specifically released by the Connecticut State Department of Education (CSDE); and
 - **Keeping, copying, or reproducing** any portion of student responses to any item (including supplemental items) or any section of any test (including supplemental tests).

Violation of test security is a serious matter with far-reaching consequences. Breaches of test security include, but are not limited to, copying of test materials, failing to return test materials, coaching students, giving students answers, and/or changing students' answers. 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 individual(s) 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 law and regulation. The Connecticut State Department of Education will investigate all such matters and pursue appropriate follow-up action. Any person found to have intentionally 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, **and civil liability* pursuant to federal copyright law.

*See Section 10-145b(j) (1) of the Connecticut General Statutes which reads in relevant part as follows: *The State Board of Education shall revoke any certificate, authorization or permit issued pursuant to said sections if the holder is found to have intentionally disclosed specific questions or answers to students or otherwise improperly breached the security of any administration of a state-wide examination pursuant to Section 10-14n.*

Reminders About Security

Please keep all test materials secure before, during, and after testing. This includes:

- Test Booklets/Answer booklets
- Direct Assessment of Writing Prompts
- All Supplemental Test Booklets
- Test Booklets used for Reference
- Usernames/Passwords to the MIST application and Test Sessions on the MIST application



The following materials are not secure:

- Test Examiner's Manuals
- Test Coordinator's Manuals
- Mathematics formula charts & rulers
- Do Not Disturb signs
- Practice Tests
- Skills Checklist
- Unused Pre-ID labels

CMT Practice Tests

- CMT Practice Tests may be administered before March 1, 2013.
- There is one Practice Test for each grade.
- Each Practice Test takes about 60 minutes to administer.
- The Practice Tests must be administered to ALL students in Grades 3-8 (including students who take the CMT MAS).
- For students who qualify, Practice Tests are also available on the [MIST Practice Site](#) to provide students with unlimited opportunities to practice using online tools while developing familiarity with test format. Compatibility with assistive technology can also be confirmed before testing begins.
- *Optional* CMT MAS Practice Tests for mathematics and reading are available on the [MIST Practice Site](#).
- Paper/pencil Practice Tests are not secure and may be kept by students.

2013 Testing Dates

CMT Testing Window March 1 – 28, 2013

Prior to March 1: Administration of CMT Practice Tests, CMT MAS Practice tests and MIST Practice Tests

March 1-28: Administration of CMT, CMT MAS and submission of the Skills Checklist

- No more than 2 test sessions may be administered per day.
- All testing (including make-up testing) must be completed within the testing window.
- Refer to page 4 of the CMT Test Examiner's Manual for information about the testing schedule and make-up testing.

The Direct Assessment of Writing (DAW) **must** be administered on **Tuesday, March 5, 2013.**

2013 Standard CMT Test Sessions

Mathematics

Test Session	Grade	Testing Time	Directions Time	Total Time
Mathematics Session 1	3-6 and 8	60 minutes	10 minutes	70 minutes
Mathematics Session 1	7	70 minutes	10 minutes	80 minutes
Mathematics Session 2	3-7	60 minutes	10 minutes	70 minutes
Mathematics Session 2	8	70 minutes	10 minutes	80 minutes
Mathematics Session 3	5-8	60 minutes	10 minutes	70 minutes

2013 Standard CMT Test Sessions

Language Arts and Science

Test Session	Grade	Testing Time	Directions Time	Total Time
Reading Comprehension Sessions 1 and 2	3-8	45 minutes	10 minutes	55 minutes
Degrees of Reading Power®	3-8	45 minutes	10 minutes	55 minutes
Editing & Revising	3-8	60 minutes	10 minutes	70 minutes
Direct Assessment of Writing	3-8	45 minutes	10 minutes	55 minutes
Science	5	65 minutes	10 minutes	75 minutes
Science	8	70 minutes	10 minutes	80 minutes

2013 CMT MAS Test Sessions

MAS Test Session	Grade	Testing Time	Directions Time	Total Time
MAS Mathematics Sessions 1 and 2	3-8	60 minutes	10 minutes	70 minutes
MAS Mathematics Session 3	5-8	60 minutes	10 minutes	70 minutes
MAS Reading Comprehension Sessions 1 and 2	3-8	45 minutes	10 minutes	55 minutes
MAS Degrees of Reading Power®	3-8	45 minutes	10 minutes	55 minutes

Use of Rulers/Calculators for CMT Mathematics

The calculator/ruler requirements for the administration of the standard and CMT MAS Mathematics test sessions are outlined below:

Grades 3 and 4	Calculators	Rulers
Practice Test	No	No
Mathematics Session 1	No	No
Mathematics Session 2	No	Yes

Grades 5 through 8	Calculators	Rulers
Practice Test	Yes	No
Mathematics Session 1	No	No
Mathematics Session 2	Yes	No
Mathematics Session 3	Yes	Yes

It is imperative that:

1. Students are provided CMT rulers and/or calculators for the Mathematics test sessions that require rulers and/or calculators; and
2. Students do not have access to rulers and/or calculators for the Mathematics test sessions that do not require rulers and/or calculators.

***Not following the calculators and ruler requirements can invalidate the test administration and result in additional testing for the student.

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.
- Refer to the [Assessment Guidelines 2012-2013 Edition](#) for information about test accommodations.
- Test examiners are responsible for providing any test accommodations identified for these students.

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

2013 CMT Test Accommodations Provided by the MIST Application

Subject	CMT			CMT MAS		
	Computer Response/ Typed Response Only	Text Reader for Test Items (Including Directions)	<i>Requires submission on MIST</i>	Computer Response/ Typed Response Only	Text Reader for Test Items (Including Directions)	<i>Requires submission on MIST</i>
Mathematics	Yes	Yes	Yes	Yes	Yes	Yes
Degree of Reading Power® (DRP®)	Yes		Yes	Yes		Yes
Reading Comprehension	Yes		Yes	Yes		Yes
Direct Assessment of Writing	Yes		Yes			
Editing & Revising	Yes	Yes	Yes			
Science	Yes	Yes	Yes			
Replacement	No	No	No			

Test Accommodations

The Reader for Test Items (including directions) accommodation **must be provided** using the Text Reader Function available on the MIST application for **all** applicable test sessions.

Reader for Test Items (including directions) by Certified Staff Only:

Available ONLY for a small number of students who are unable to utilize Text Reader provided through the MIST application. This requires that a certified staff member administer the test individually in a separate setting. Possible reasons:

- Students with hearing impairments who cannot hear/comprehend text provided by a computerized text reader.
- Students who have limited or no exposure to a computer.

Sign language for Test Items (including directions) by qualified staff does not include the Reading tests.

Test Accommodations

Voice Recognition Software/Speech-to-text reader is available through the MIST Application. (This test accommodation requires software to be installed on the student's computer prior to testing.)

Braille and Large Print

- Students assessed with the Large Print Test Booklet may, as an alternative, use the magnification tool on the MIST application.
- Students identified to be administered the CMT with the following test accommodations may, as an alternative, use the MIST application:
 - 1) Bubbler-Test Booklet only
 - 2) Circle Answers in Test Booklet
- When using Braille: the test examiner **must** transcribe multiple-choice and grid-in answers to the corresponding regular test booklet from the Braille or Large Print test booklet. See the instructions sent with these documents for open-ended responses. The test examiner, under the supervision of an administrator, **must** bubble the student's answers for students who have the "Circle Answers in Test Booklet" accommodation.

***If multiple-choice answers are not transcribed in the regular test booklet, those test items will be scored as incorrect (blank).

Test Accommodations

The Modified Assessment System (MAS) is available to qualified students in the content areas of Mathematics and/or Reading. Students taking the MAS must take the CMT standard assessment in Writing and Science.

Students assessed with the CMT MAS in Mathematics and/or Reading **must** submit responses using the MIST application.

CMT MAS

- Mathematics
and/or
- Reading Comprehension
- DRP

Standard CMT

- Direct Assessment of Writing
- Editing and Revising
- Science

CMT Skills Checklist

The CMT Skills Checklist **must** be submitted during the testing window (March 1 – 28, 2013).

- Grade specific and non-secure document available on the CSDE Web site and must be used as “working copy” throughout the school year.
- Grades 5 and 8 includes Science
- Must be completed by a CSDE trained Skills Checklist certified teacher
- The CMT Skills Checklist are submitted using the [MI Web portal](#).

English Language Learners

Students identified as ELL Eligible for Exemption may be exempt from the Reading and Writing tests but **must** take the Mathematics and Science tests (Grades 5 and 8) with any accommodations previously entered on the CMT Accommodations Data Collection Web site.

For students to qualify as Eligible for ELL Exemption, the following conditions **must** apply:

- The student is identified as ELL and enrolled for the first time in a U.S. school after March 1, 2012; AND
- The student must be administered an appropriate language proficiency assessment.

Reader Accommodations for ELL Students

Reader Test items Including Directions

- The “Text Reader for Test Items (Including Directions) on the MIST Application” accommodation **must** be provided using the text reader available on the MIST application for all applicable test sessions except any supplemental or replacement tests.
- The “Reader for Test Items in **English** (Including Directions) by Certified Staff **ONLY**” accommodation must be provided by a certified staff member to individual students in a separate setting. These students are those who are unable to use the Text Reader function on the MIST application or whose disability precludes them from being assessed using the MIST application.
- Native Language Reader Directions only (Certified Staff or Non-Certified Staff) may be provided to more than one student at a time in a separate setting. Direct Assessment of Writing Prompt **must** be read in English.

ELL Eligible for Exemption

Students identified as ELL Eligible for Exemption may be exempted from the Reading and Writing tests but **must** take the Mathematics and Science tests (Grades 5 and 8) with any accommodations previously entered on the CAPT/CMT Accommodations Data Collection Web site.

A Reading and Writing Test booklet **must** be returned for scoring with the ELL Exempt bubble filled in on the back cover. Failure to do so will result in the student being reported as absent.

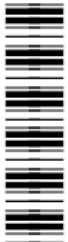


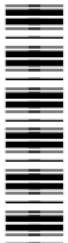


Student Barcode Labels

- Every test booklet must have either a Pre-ID or a generic barcode label attached to the front cover.
- Student barcode labels are used to link all of a student's test/answer booklets together for reporting.

Student Barcode Labels

Pre-Id Labels (one set per student)

Pre-Id labels are used to link the student's test/answer booklet to that student's PSIS information.

PRE-ID LABELS		
INSTRUCTIONS <ol style="list-style-type: none">1. There are three labels provided for the Mathematics, Reading, and Writing test booklets.2. Please be sure that the grade printed on the label matches the grade printed on the test booklets.3. Please apply one of the attached barcode labels to each of this student's test booklets.4. The three remaining labels are provided, as needed, for the following uses:<ol style="list-style-type: none">a) supplemental test formsb) replacement test formsc) damaged label replacement5. Students who use Pre-ID labels should NOT fill in the grids on the front of the test booklets for name, date of birth, gender, race or ethnic background, and resident town code.	Student Name: XXXXXXXXXXXX YYYYYYY Z Birthdate: 12/30/2006 School: MIDDLEBROOK SCH District: WILTON Grade: 08 SASID: 1111111111	
 <p>Name: XXXXXXXXXXXX YYYYYYY Z Birthdate: 12/30/2006 Gender: School: MIDDLEBROOK SCH District: WILTON Grade: 08</p>	 <p>Name: XXXXXXXXXXXX YYYYYYY Z Birthdate: 12/30/2006 Gender: School: MIDDLEBROOK SCH District: WILTON Grade: 08</p>	 <p>Name: XXXXXXXXXXXX YYYYYYY Z Birthdate: 12/30/2006 Gender: School: MIDDLEBROOK SCH District: WILTON Grade: 08</p>
 <p>Name: XXXXXXXXXXXX YYYYYYY Z Birthdate: 12/30/2006 Gender: School: MIDDLEBROOK SCH District: WILTON Grade: 08</p>	 <p>Name: XXXXXXXXXXXX YYYYYYY Z Birthdate: 12/30/2006 Gender: School: MIDDLEBROOK SCH District: WILTON Grade: 08</p>	 <p>Name: XXXXXXXXXXXX YYYYYYY Z Birthdate: 12/30/2006 Gender: School: MIDDLEBROOK SCH District: WILTON Grade: 08</p>

Student Barcode Labels

Generic Barcode Labels (one set per student)

GENERIC BARCODE LABELS

INSTRUCTIONS

1. This set of generic barcode labels is to be used for a student who did not receive a set of preprinted Pre-ID barcode labels. **THE LABELS ON THIS SHEET MUST BE USED FOR ONE STUDENT ONLY**
2. Please print the student's grade, name and date of birth in the spaces to the right.
3. Please print the student's name and grade on each of the barcode labels below.
4. There are three labels provided for the Mathematics, Reading, and Writing test booklets.
5. Please be sure that the grade printed on the label matches the grade printed on the test booklets.
6. Please apply one of the attached barcode labels to each of the student's test booklets.
7. The three remaining labels are provided, as needed, for the following uses:
a) supplemental test forms b) replacement test forms c) damaged label
8. Students who use generic barcode labels **MUST** fill in the grids on the front of the test booklets for name, date of birth, gender, race or ethnic background, and resident town code.

Student Name: _____

Grade: _____

Birthdate: _____

School: FRANK A. BERRY SCH

District: BETHEL

Barcode: _____



Student Name: _____

Barcode:

Grade: _____

School: FRANK A. BERRY SCH

District: BETHEL



Student Name: _____

Barcode:

Grade: _____

School: FRANK A. BERRY SCH

District: BETHEL



Student Name: _____

Barcode:

Grade: _____

School: FRANK A. BERRY SCH

District: BETHEL



Student Name: _____

Barcode:

Grade: _____

School: FRANK A. BERRY SCH

District: BETHEL



Student Name: _____

Barcode:

Grade: _____

School: FRANK A. BERRY SCH

District: BETHEL



Student Name: _____

Barcode:

Grade: _____

School: FRANK A. BERRY SCH

District: BETHEL

Student Barcode Labels

Generic Barcode Labels

- Must be used for students who do not have Pre-ID labels.
- The labels on a sheet of generic barcode labels must be used for **one** student **only** (not 6 different students).
- The demographic information on the front and back covers of each test booklet **must** be completed accurately to ensure that scores are reported correctly for the student.

Front Cover of the Reading/Writing/Science Test Booklets

For students who have Generic Barcode Labels (See pages 25 – 27 in the CMT Test Examiner’s Manual).

The student should fill in and bubble the following information:

- Name - Abbreviated to the first six letters/ characters of the first and last names.
- Date of Birth

STUDENT NAME _____

TEACHER / EXAMINER _____

SCHOOL _____ DISTRICT _____

READING GRADE 5

Connecticut Mastery Test
Fourth Generation
Form U 2013

LAST NAME		FIRST NAME		DATE OF BIRTH		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	MONTH	DAY	YEAR
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Jan	<input type="checkbox"/>	1997
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Feb	<input type="checkbox"/>	1998
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Mar	<input type="checkbox"/>	1999
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Apr	<input type="checkbox"/>	2000
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	May	<input type="checkbox"/>	2001
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Jun	<input type="checkbox"/>	2002
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Jul	<input type="checkbox"/>	2003
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Aug	<input type="checkbox"/>	2004
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Sep	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Oct	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Nov	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Dec	<input type="checkbox"/>	

Hyphen
Apostrophe
Period
Blank Space

Place student barcode label in this space.

Be sure the barcode is placed in the same direction as this sample.

PLEASE DO NOT WRITE IN THIS AREA

Back Cover of the Test Booklet

For students who have Pre-ID labels:

- See page 20 in the CMT Test Examiner's Manual.
- All students should write their Name, Teacher/Examiner's Name, School, and District in the spaces provided at the top of the front cover.
- Contact your District Test Coordinator if there is incorrect information on the student's label. Corrections should **not** be made on the label, nor should a generic label be used. Gridding information on the front cover of the test booklet will **not** override the Pre-ID label.

Back Cover of the Test Booklet

Left Blank

For students who have **Pre-ID** or **generic barcode labels**:

- The Left Blank bubble **must** be filled in when a student attended the test session but did not respond to any questions or, in the case of the Direct Assessment of Writing, did not provide any response. If the student responded to one or more questions, the Left Blank bubble for that test session should not be filled in.
- If there are no responses provided for a particular test session and the Left Blank bubble is not filled in, the student will be reported as absent for that test session.

Test Examiners

Test examiners should be certified school personnel; however, if a paraprofessional or substitute teacher is needed to administer a test, the individual must be fully trained in test administration and test security procedures.

- Paraprofessionals should be monitored by a certified staff member 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.

Prior to Testing

- ❑ Read the CMT Test Examiner's Manual carefully including the directions for each test session.
 - Read **Appendix C** for information about test irregularities.
 - Read **Appendix D** for answers to frequently asked questions.

- ❑ Follow the testing schedule in your school.

- ❑ All materials that are content related or conceptually related to the content area being assessed must be covered or removed from the view of students during testing (e.g., bulletin boards, posters, desk top learning aids). Failure to follow this policy is a security breach.

Prior to Testing

- ❑ Check test materials against the list of required materials on pages 13-14 of the Test Examiner's Manual.
- ❑ Have sufficient numbers of test booklets and Number 2 pencils for all students.
- ❑ Distribute the following mathematics materials when required:
 - Scratch paper (all test sessions)
 - Calculators (Grades 5-8: Sessions 2 and 3)
 - CMT rulers (Grades 3 and 4: Session 2; Grades 5-8: Session 3)
 - CMT formula charts (Grade 8 – All test sessions)

***Potential Problems to Avoid

Providing students with materials that are not allowed; or **NOT** providing students with all of the appropriate test materials may result in invalidating the test administration resulting in additional testing for students.


Calculator Use Policy

Students should be allowed to use any calculator provided to them or any calculator of their choosing, 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 or portable/handheld computers,
- personal digital assistants,
- calculators with a QWERTY (keyboard-like) keypad, or
- any device that is capable of connecting to the Internet.

During Testing

- Read **all** of the directions in the Test Examiner's Manual. Directions that appear in bold, indented print following the  graphic must be read aloud verbatim to students.
- Follow the allotted testing times for each test session.
- Directions may be clarified while students are taking a test. Assistance must be limited to clarifying directions and ensuring that students are working on the correct test session.
- It is not appropriate to give any clues or explanations that would help students to answer any questions.

***Potential Problem to Avoid

Not following the directions, including time limits, exactly as stated in the CMT Test Examiner's Manual may result in invalidating the test administration resulting in additional testing for students.

During Testing

- As students take a test, circulate around the room to make certain they are clearly marking answers in the designated places in the test booklet or on the computer.
- Students who finish early may **not** work on **any** other test session.
- Keep a record of all absent students and/or students who leave a test session blank for the School Test Coordinator.

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.).

If a test irregularity occurs during a test session, notify the School Test Coordinator **immediately** who will notify the District Test Coordinator **immediately**.

After Testing

Test booklets should be inspected to ensure that:

- students recorded responses in the correct sections of the test booklets.
- students marked answers with a **Number 2** pencil (except DAW where blue or black ink may be used).
- the **LEFT BLANK** bubble for that session is filled in on the back cover of the test booklet or using the MIST Proctor Station (for students administered a test session on the MIST application) if a student was present for testing but left the test session blank.
- test booklets with labels attached are submitted for students who were either absent during the entire testing window or did not complete make-up tests.

Notify the School Test Coordinator if there is a problem.

After Testing

- Be sure that all test booklets and DAW prompt sheets have been accounted for and are returned to the School Test Coordinator in a secure manner.
- All used test booklets should have a Pre-ID or generic barcode label attached to the front cover. The demographic information on the front and back covers must be completed for students who have generic barcode labels.

What Happens If...

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

A. The labels may be destroyed.

Q. Pre-ID labels for a student who is no longer in my school were applied to test booklets in error?

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

Q. The student information on the Pre-ID label is wrong?

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

What Happens If...

Q. A student moves to another CT public school during testing and did not complete all testing?

A. Notify your School Test Coordinator immediately. All of the student's test booklets **must** be sent to the new school. The new school must apply generic barcode labels to all test booklets (apply the generic barcode labels over the barcode labels from the sending school).

NOTE - Test booklets for students who **completed all testing** before moving should be returned by the school where testing was completed.

Q. A student leaves the CT public school system (e.g., transferred to a private school, is home schooled, moved out of state) and did not finish all required testing?

A. Notify the School Test Coordinator immediately who will contact the Student Assessment Office.

- If you are a **regular education teacher** and not administering the MIST application, please print and sign the form on the next page. The remaining presentation pertains to the MIST application.
- If you are a **special education teacher** or are **helping to administer** 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 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 CMT TEST EXAMINER'S PRESENTATION

I _____

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


SIGNATURE



2013
Connecticut Mastery Test

**Measurement
Incorporated Secure
Testing (MIST)
Application**

MIST

- 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 15 will be listed on the MIST rosters. New students may be added using the “Adding a New Student” feature on the MIST Proctor Web site. (These students **must** also be entered on the CAPT/CMT Test Accommodations Data Collection Web site.)

MIST Administration

Students administered different test sessions on the MIST application, even in different content areas, may be administered a test session by a single test examiner if the following is true:

- All students in a group are administered test sessions (standard and/or MAS) that have the same total testing time.

Note: Students with the Time Extension accommodation may be administered different test sessions by a single test examiner.

Students administered different test sessions in a **test booklet may not be combined.**

The Direct Assessment of Writing **must be administered in a separate setting.**

MIST Administration

BEFORE administering a test on the MIST application:

□ MIST Rosters:

- Verify the MIST rosters for accuracy. If necessary, students can be added and tests can be assigned to students.

□ Computer Volume/Headphones:

- Check and adjust the volume controls prior to starting a test session. Ensure that every student has a headset. Once a student starts a test, the computer is locked in test mode and cannot be used for any other purpose until the test is completed.

MIST Test Booklet for Reference

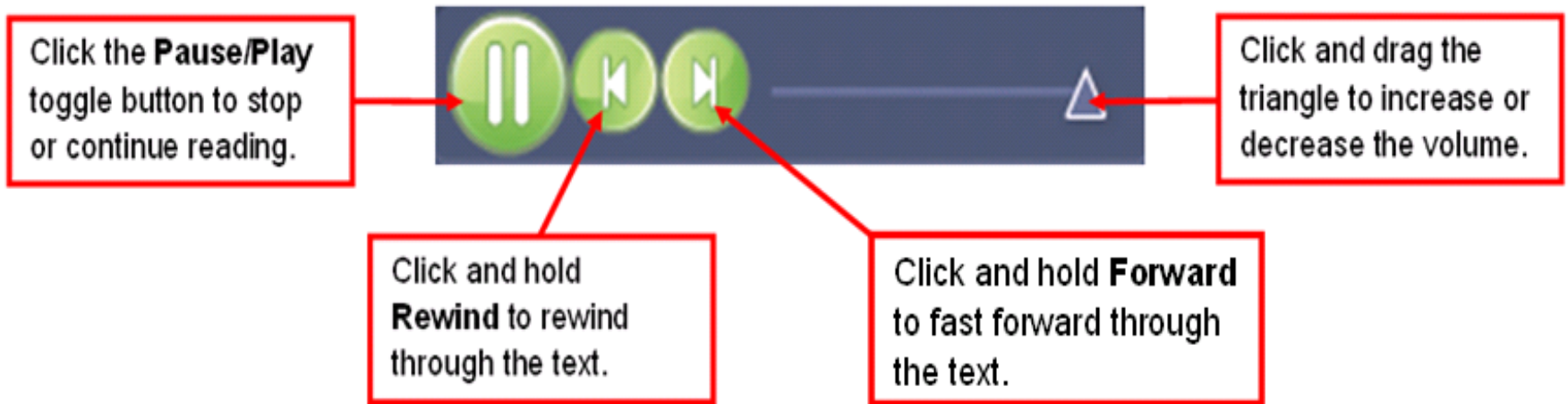
Students who submit their responses using the MIST application may use a test booklet as a reference. However, the test booklet should **not** have a barcode label applied (if a label was applied in error, write “DO NOT SCORE” on the front cover).

Students should write their names in the upper left corner of the test booklet.

Test booklets used as a reference must be returned with **non-scorable materials**.

Text Reader Function

- Students can fast forward and rewind text.
- The audio scrolls through the text along with the highlighting so that students may move to a specific section of the text.
- Check and adjust the volume controls prior to starting a test session on the MIST application.



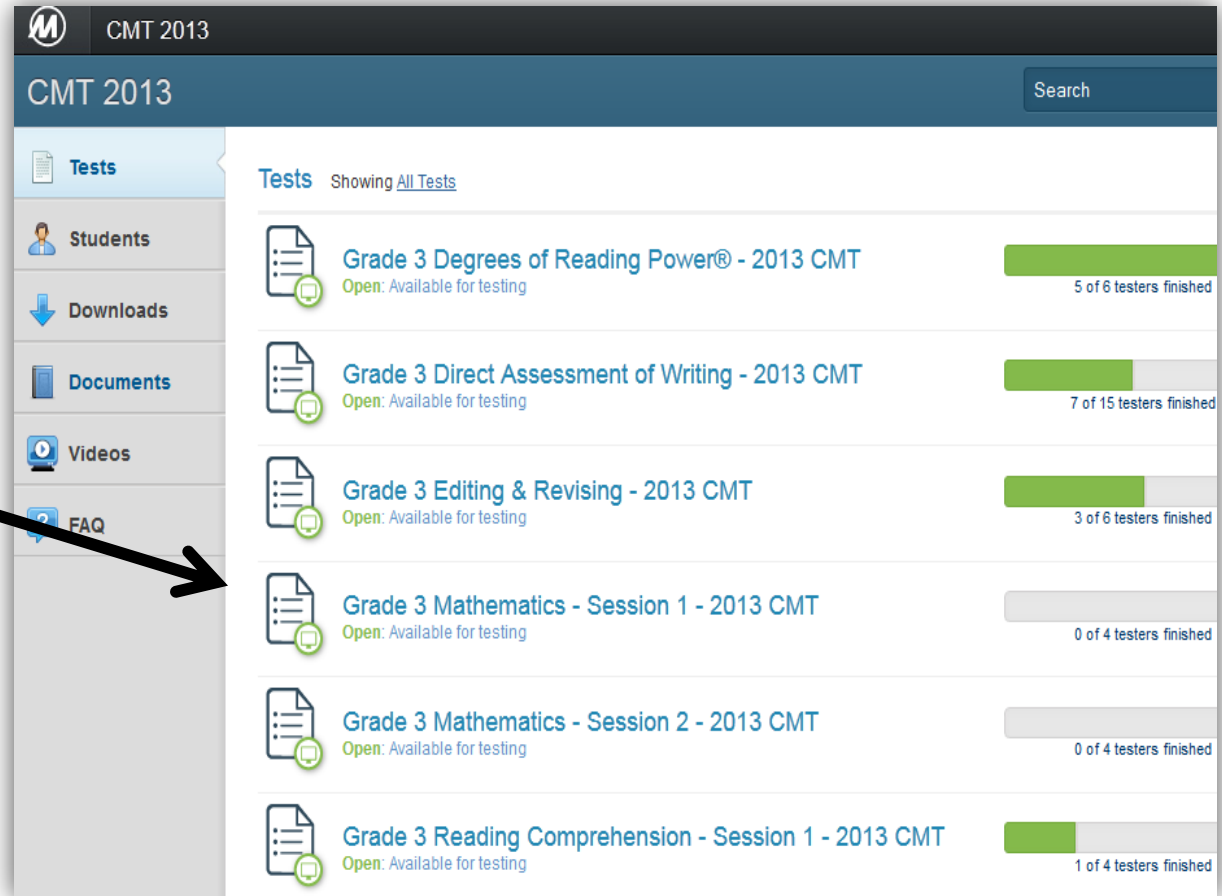
MIST Proctor Site

- ▶ Select a test for a student
- ▶ Check a student's test status
- ▶ Add a test for a student
- ▶ Enter a Non-Participant Code

MIST Proctor Web site

Selecting a test for a student:

Select a test from the list of available tests by clicking on the test icon.



The screenshot displays the MIST Proctor Web site interface for CMT 2013. The top navigation bar includes the MIST logo, the text 'CMT 2013', and a search box. A left sidebar contains navigation links: Tests, Students, Downloads, Documents, Videos, and FAQ. The main content area, titled 'Tests Showing All Tests', lists seven available tests, each with a document icon, a green 'Open' status indicator, and a progress bar showing the number of testers finished.

Test Name	Status	Progress
Grade 3 Degrees of Reading Power® - 2013 CMT	Open: Available for testing	5 of 6 testers finished
Grade 3 Direct Assessment of Writing - 2013 CMT	Open: Available for testing	7 of 15 testers finished
Grade 3 Editing & Revising - 2013 CMT	Open: Available for testing	3 of 6 testers finished
Grade 3 Mathematics - Session 1 - 2013 CMT	Open: Available for testing	0 of 4 testers finished
Grade 3 Mathematics - Session 2 - 2013 CMT	Open: Available for testing	0 of 4 testers finished
Grade 3 Reading Comprehension - Session 1 - 2013 CMT	Open: Available for testing	1 of 4 testers finished

MIST Proctor Web site

Selecting a test for a student:
Select a student from the list of students identified to take the selected test.

The screenshot displays the MIST Proctor Web site interface. At the top, there is a dark header with a logo and the text "CMT 2013". Below this is a blue navigation bar with "CMT 2013" and a search box. A left sidebar contains navigation options: Tests, Students, Downloads, Documents, Videos, and a partially visible "FAQ" option. The main content area shows a test titled "Grade 3 Degrees of Reading Power® - 2013 CMT" with a green progress bar indicating "5 of 6 finished" and a status "Open: Available for testing". Below this is a "Student List" section with a "Showing All Students" filter and several action icons (Ticket, Report, Ad). The student list is a table with columns for Tester, Form, Password, and Status.

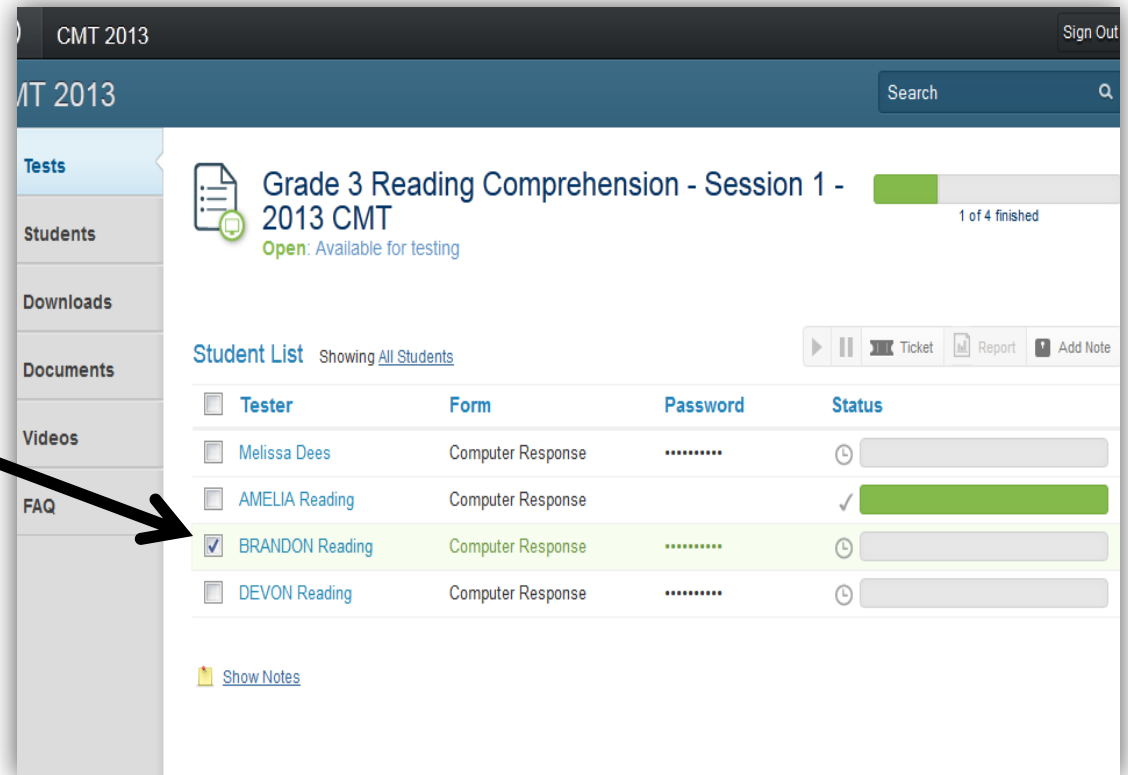
Tester	Form	Password	Status
<input type="checkbox"/> Melissa Dees	Computer Response		✓
<input type="checkbox"/> AMELIA Reading	Computer Response		✓
<input type="checkbox"/> BRANDON Reading	Computer Response		✓
<input type="checkbox"/> DEVON Reading	Computer Response		✓
<input type="checkbox"/> MADISON Reading	Computer Response		✓
<input type="checkbox"/> WINSTON Reading	Computer Response	*****	🕒

At the bottom of the student list, there is a "Show Notes" link.

MIST Proctor Web site

Checking a student's test status:

The progress bar allows proctors to see how far students have progressed through a test session.



The screenshot displays the MIST Proctor Web site interface. At the top, it shows 'CMT 2013' and a 'Sign Out' link. Below this is a search bar and a navigation menu with options like 'Tests', 'Students', 'Downloads', 'Documents', 'Videos', and 'FAQ'. The main content area shows a test session titled 'Grade 3 Reading Comprehension - Session 1 - 2013 CMT' with a progress bar indicating '1 of 4 finished'. Below the test title, there is a 'Student List' table with columns for 'Tester', 'Form', 'Password', and 'Status'. The table lists four students: Melissa Dees, AMELIA Reading, BRANDON Reading, and DEVON Reading. The 'BRANDON Reading' row is highlighted in green, and a black arrow points from the text on the left to this row. At the bottom of the page, there is a 'Show Notes' link.

Tester	Form	Password	Status
<input type="checkbox"/> Melissa Dees	Computer Response	
<input type="checkbox"/> AMELIA Reading	Computer Response	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> BRANDON Reading	Computer Response	
<input type="checkbox"/> DEVON Reading	Computer Response	

MIST Proctor Web site

Adding a test for a student:

Open the student record. This screen includes demographics, a list of registered tests, and the status of each; click Add Test.

The screenshot displays the MIST Proctor Web site interface. On the left is a sidebar with navigation links: Tests, Students (selected), Downloads, Documents, Videos, and FAQ. The main content area shows the student record for 'WINSTON Reading'. The record includes the following fields:

Gender	Male
Date of Birth	10/7/2002
SASID	3639754385
Grade	
District or Fiscal Responsibility	297
Student receives special education services	Student receives special education services
Lunch Status	
Student identified as an English language learner (ELL)	
Is this student Hispanic/Latino? What is the student's race? (Select one or more, even if you answered "Yes" to the Hispanic/Latino question.)	White
Resident Town Code	601
Student enrolled in this DISTRICT after October 1, 2011	
Student enrolled in this SCHOOL after October 1, 2011	
ELL Exempt Fill in this ELL Exempt bubble ONLY if the following conditions apply: - The student is identified as an English Learner and has been enrolled in a U.S. school for fewer than 10 school months (enrolled after March 1, 2012); AND - The student has taken an appropriate language proficiency assessment at least once since March 1, 2012. IMPORTANT: All ELL Exempt students MUST take the Mathematics and Science tests.	
Student enrolled in this DISTRICT after October 1, 2012	
Student enrolled in this SCHOOL after October 1, 2012	

At the bottom of the page, there is an 'Assigned Tests' section with a table header: Test, Form, Password, Status. An 'Add Test' button is located in the bottom right corner of the main content area, and a large black arrow points from the text 'click Add Test' to this button.

MIST Proctor Web site

Adding a test for a student:

The Select a Test dialog box appears. A new test may be added from the Test drop down list.

Is this student Hispanic/Latino? What is the student's race?
(Select one or more, even if you answered "Yes" to the Hispanic/Latino question.) **White**

Resident Town Code **601**

Student enrolled in this DISTRICT after October 1, 2011

Student enrolled in this SCHOOL after October 1, 2011

ELL Exempt Fill in this ELL Exempt bubble ONLY if the following conditions apply: - The student is identified as an

Select a Test [X]

Test Filters **Grade** any [v]
MAS/Standard any [v]

Test Grade 3 Editing & Revising - 2013 CMT [v]

Test Form Select a test form... [v]

Add Test

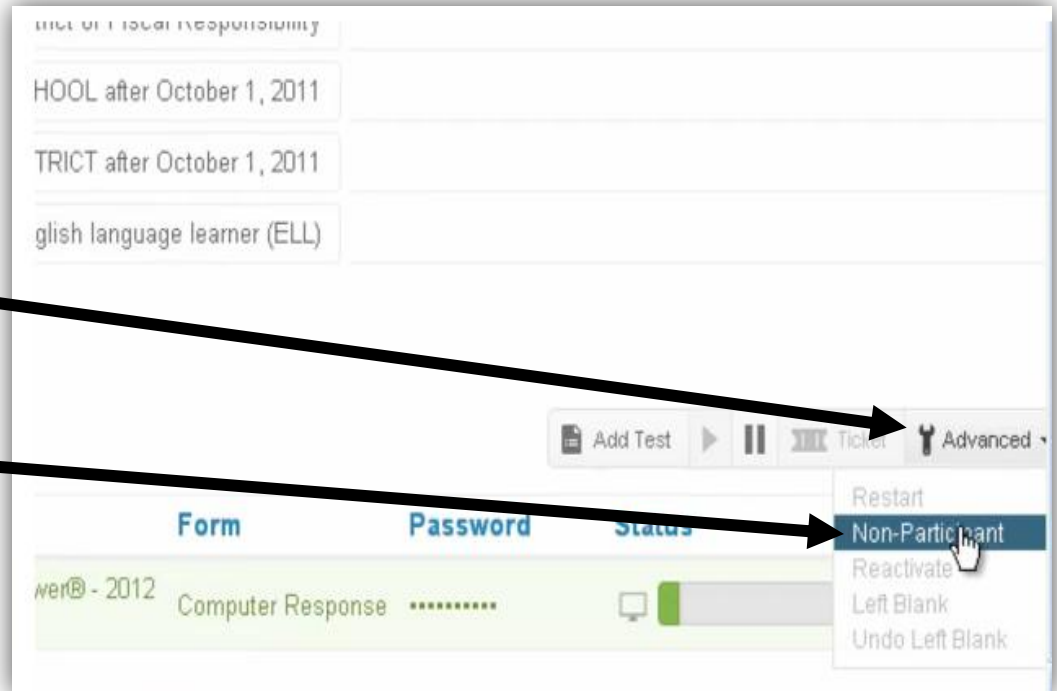
Assigned Tests [Add Test] [Ticket] [Advanced]

<input type="checkbox"/>	Test	Form	Password	Status
<input type="checkbox"/>	Grade 3 Direct Assessment of Writing - 2013 CMT	Computer Response with Text Reader	[Clock]
<input type="checkbox"/>	MAS Grade 3 Reading Comprehension -	Computer Response		[Clock]

MIST Proctor Web site

Entering Left Blank or a Non-Participant

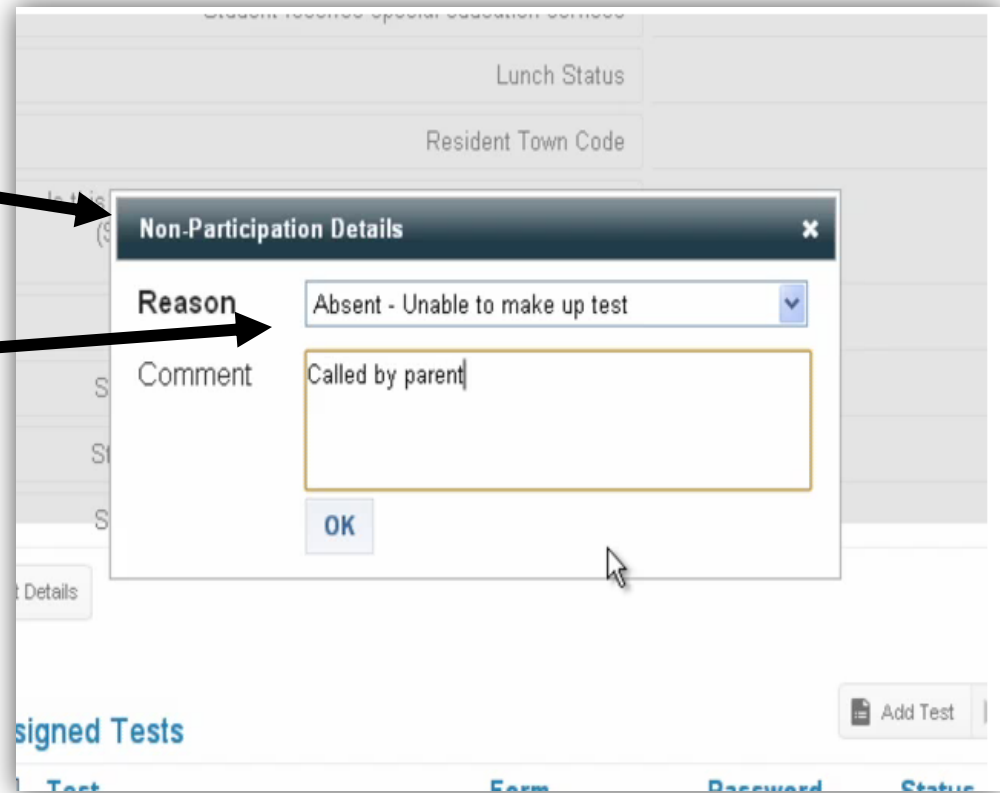
When a test is checked, the Advanced features become available and options such as Left Blank and Non-Participant become available for reporting.



MIST Proctor Web site

Entering a Non-Participant

The Non-Participation Details dialog box appears and an explanation may be provided.



The screenshot displays a web interface with a modal dialog box titled "Non-Participation Details". The dialog box contains a "Reason" dropdown menu set to "Absent - Unable to make up test" and a "Comment" text area containing the text "Called by parent". An "OK" button is located at the bottom of the dialog. In the background, a table is partially visible with columns for "Lunch Status" and "Resident Town Code". At the bottom of the page, there is a section for "Signed Tests" with an "Add Test" button and a table with columns for "Test", "Form", "Password", and "Status".

Test	Form	Password	Status

Questions About MIST

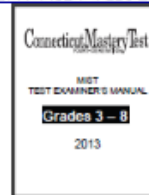
As a reminder, access training videos and resources on the [MIST Proctor Site](#) and other resources available on the [Measurement Incorporated Secure Testing](#) site.

Connecticut Mastery Test FOURTH GENERATION

Measurement Incorporated Secure Testing (MIST) System

The MIST system is an online testing application that allows students to be administered the CMT via a secure internet connection.

- [MIST Technical Guide](#)
- [MIST Proctor Quick-Start Guide](#)
- [MIST Frequently Asked Questions](#)
- [2013 CMT MIST Test Examiner's Manual](#)



- [MIST Proctor Site](#)

The MIST Proctor Site includes instructional videos and allows users to manage student rosters, monitor testers, view/print tester passwords, and pause/resume testers.

- [MIST Practice Site](#)

The MIST Practice Site allows students to take an online test using the MIST system. These practice tests are available to provide students with a first-hand look at the online testing interface before the live test administration in March. Students will also have the opportunity to practice using the available online tools as well as learn how to navigate through the test.

MIST Technical Support Desk:

Telephone: 866-691-1148

Presentation Sign Off

If you are a **special education teacher** or are **helping to administer** 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 CMT MIST TEST EXAMINER'S PRESENTATION

I _____

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

SIGNATURE