

**CMAS
2026**



TM

COLORADO TESTS
BY COLORADO TEACHERS

TEST ADMINISTRATOR MANUAL

COLORADO MEASURES OF ACADEMIC SUCCESS
Mathematics, English Language Arts, Science & Social Studies



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1.0 What is CMAS?

The Colorado Measures of Academic Success (CMAS) are yearly tests that help show how well students are learning in school. These tests are based on Colorado’s learning goals, called the Colorado Academic Standards (CAS).

Students take tests in:

- English Language Arts (ELA)
- Math
- Science
- Social Studies

Some students in grades 3 and 4 who are learning English can take the test in Spanish (CSLA). A small number of students with significant cognitive disabilities take the Colorado Alternate (CoAlt) assessment, which measures the Extended Evidence Outcomes of the CAS.



Figure 1-1: Educators at January 2025 CMAS Item Writing Workshop.

1.1 About CMAS

Why We Have These Tests

CMAS tests help:

- Students and parents understand whether students are on track to meet the expectations of college and careers and see how students are doing compared to their school, district, and the state.
- Teachers and schools know how to improve learning.
- Communities see how well schools are serving students.
- Taxpayers see how their money is helping students.

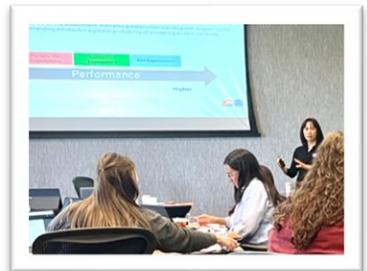


Figure 1-2: Teachers at September 2025 CMAS Social Studies Standard Setting, reviewing spring 2025 tests to recommend performance level cut scores.

Where CMAS Comes From

In 2009, Colorado adopted new learning goals for students (CAS). New tests were made to measure those goals and were first given in 2014 and 2015.

- ELA and math tests are taken in grades 3 through 8.
- Science tests are taken in grades 5, 8, and 11.
- Social studies tests are taken in grades 4 and 7 at selected schools only.



Figure 1-3: Teachers at summer 2024 CMAS Science Rangefinding.

Who Makes the Tests

Educators from across Colorado work with the Colorado Department of Education (CDE) and the assessment vendor (Pearson) to develop the CMAS tests. Colorado educators:

- Write questions that appear on the CMAS tests. [Figure 1-1]
- Review every question, passage, and simulation to ensure
 - Alignment to the CAS.
 - Freedom from bias and sensitivity issues.
- Review student responses to determine how test questions are scored. [Figure 1-3]
- Review student performance data on questions to determine if they should be used on the tests.



Figure 1-4: Register through this link to receive invites to participate in development meetings.

What This Manual is For

This manual tells Test Administrators how to give the CMAS test. You must read and follow the instructions to make sure:

- All students in Colorado take the test the same way.
 - Every student gets clear directions.
 - Testing is fair and secure.
-

1.2 What Test Administrators Need to Do

Test Administrators are responsible for giving the CMAS test the right way. You help make sure the test is fair and secure for all students.

Basic Requirements

You must:

- Work for the school or district.
- Never test your own family members or be in the room while they test.
- Watch the room and students during the whole test.
- Make sure students get the correct tools or accommodations (like text-to-speech or color contrast).
- Keep all test materials secure (locked up when not in use).

 Note: Student teachers can help as proctors, but they cannot be Test Administrators.

Training Checklist – Before You Test

Every year, you must:

- ✓ Read this Test Administrator Manual
 - ✓ Complete training from your district or school
 - ✓ Learn how to give accommodations if needed
 - ✓ Understand how to give each part of the test
 - ✓ Sign the CMAS and CoAlt Security Agreement
-

Ethical Practices

Always be fair and honest. Here's what's okay—and what's not.

Good Practices

- Teach based on the Colorado Academic Standards
- Help students understand test tools and practice items
- Use practice tests to show question types
- Encourage students to do their best
- Talk to families about the purpose of testing

Not Allowed

- "Teach to the test" using real questions
 - Use secure test questions for teaching or practice
 - Give answers or hints to students
 - Change student answers
 - Leave helpful posters or tools on the walls
 - Let students talk or share answers
 - Leave students or test materials unattended
 - Give help that's not approved
-

1.3 Student Resources

Students can use **practice items** and **tutorials** to get familiar with the test before they take it. Practice tests look like the real CMAS test but don't count toward scores. They don't cover all test content or include full tests, but they're great for getting comfortable with the format—while not required, they are strongly encouraged, especially for students new to CMAS and those using text-to-speech.

 You can find practice resources at <https://coassessments.com/practice-resources/>.

Types of Test Questions

Students will see three main types of questions on the CMAS test:

1. Selected Response (Multiple Choice)

- Online: Select the answer option.
- Accommodated Paper
 - **Math:** Fill in a bubble or grid the answer.
 - **ELA/CSLA, Science, Social Studies:** Fill in a bubble next to the correct answer.

Correct Mark:



Incorrect Marks:



2. Constructed Response (Written Answer)

- Student types their answer in a response box on their device or handwrites their answer in a box in the accommodated paper test book.
- *Note: This type of question is not used in Social Studies.*

3. Technology-Enhanced Items (TEIs)

These questions may ask students to:

- Select (online) or circle (paper) the correct answer
- Complete a table using checkmarks, Xs, or letters
- Fill in a blank
- Drag-and-drop (online) or draw lines (paper) to match items
- Complete a bar graph or histogram
- **Math-only** items may include:
 - Use a number line
 - Graph on a coordinate grid
 - Shade shapes to show fractions

Student Prep Checklist

Before testing, make sure students:

- ✓ Know how to select answers (online) or fill in answer bubbles (accommodated paper)
- ✓ Understand how to answer written response questions
- ✓ Know how to complete TEI questions
- ✓ Have tried practice items, especially if they're new to CMAS
- ✓ Know what materials they can and can't use on test day

You can also use the **scoring guides** (linked alongside the practice items) to see correct answers, sample student responses, and show students how responses are scored (i.e., rubrics for written answers).

2.0 Test Security and Administration Policies

All CMAS tests must be given in a secure and fair way. Test materials and test content must be kept safe before, during, and after testing. Everyone involved must follow the rules to protect student results.

2.1 Keeping the Test Secure

The School Assessment Coordinator (SAC) is in charge of distributing and collecting test materials for each testing session. They make sure everything is stored safely and returned after testing.

Test Security Checklist

- ✓ Only trained staff can handle or give the test
 - ✓ Everyone must sign the CMAS and CoAlt Security Agreement
 - ✓ Track all test materials using a chain of custody form
 - ✓ Never leave test materials or students unattended
 - ✓ Do not read test questions or answers
 - ✓ Students can only see the test when they're taking it
 - ✓ Never use real test questions to teach or practice
 - ✓ Keep all student testing tickets, accommodated paper test books, and scratch paper secure
-

Chain of Custody

Chain of custody means tracking where test materials are at all times.

- The SAC distributes and collects test materials before and after testing sessions.
 - Test Administrators can only access test materials on the day of the test—except for special circumstances (e.g., braille, scripts for auditory or signed presentation), which may be reviewed early with SAC supervision.
 - All materials must be locked up when not being used.
 - Any missing materials must be reported to CDE and may require written reports.
-

2.2 Testing Problems and Security Breaches

Sometimes things go wrong. If the rules aren't followed, it could lead to a **misadministration**—and the student's score might not count.

Examples of Irregularities

By Test Administrators or Students

- Not following test directions or timing
- Losing or mishandling test materials
- Giving or using wrong accommodations

Emergency Situations

- Fire drill
 - Lockdown
 - Severe weather
-

If There's an Emergency

1. **Safety comes first** — follow the school's emergency plan.
 2. Lock the room if possible.
 3. Try to record the time the test stopped.
 4. Keep students from talking about the test.
 5. The SAC will decide how and when to resume testing.
 6. Update students when testing restarts.
-

If a Problem Happens – What to Do

If something goes wrong:

- ✓ Tell the SAC right away
 - ✓ Return all test materials
 - ✓ Record what happened (when, who, what kind of problem)
 - ✓ Do not try to fix the issue on your own
-

2.3 Creating a Good Testing Environment

Students need a quiet, secure space to do their best on the test. As the Test Administrator, it's your job to set up the room the right way and keep things fair for everyone.

Test Room Setup

The testing room should be:

- Quiet and free from distractions
 - At a comfortable temperature
 - Well-lit
 - Large enough to spread students out
 - Equipped with required materials
-

Test Room Setup Checklist

- ✓ Post the “CMAS Testing: Do Not Disturb” sign outside the room (Appendix B)
 - ✓ Remove or cover anything that could help students (e.g., posters, charts, number lines)
 - ✓ Put workspaces far enough apart so students can't see each other's work
 - ✓ Provide pencils, scratch paper, devices (online), and materials included in test book kits (paper)
 - ✓ Make sure testing tickets and test books go to the correct students (check names)
-

Remove Distractions

During testing:

- No music
 - Only testing staff and students in the room
 - No food or drinks in workspaces
 - Phones must be off and only used for emergencies or to contact the SAC
 - No talking (except for asking allowed questions)
-

2.3.1 Student Seating

To stop students from seeing each other's work, use:

- Every other seat
- Back-to-back seating
- Semicircle formation
- Rows with plenty of space between students

If the room is tight, use privacy dividers like:

- Folder shields
- Cardboard carrels
- Science fair-style tri-fold boards

2.3.2 Materials Allowed at Student Desks

✓ Students may have:

- Testing device and testing ticket (online) or test book (accommodated paper)
- Pencils or pens
- Scratch paper
- Rulers or protractors (if included in the test kit)
- Periodic table (Grade 11 Science only)
- Math reference sheets (Grades 5 through 8)
- Optional: Geometry tools (Grade 8 Math only)
- Approved calculators (math/science only, specific rules apply)

! Notes:

- **Headphones** are only required for students using **text-to-speech**.
- For accommodated paper tests, **periodic tables** and **math reference sheets** are included in appropriate test kits. For online tests, they are accessed through the exhibits tab in TestNav; however, schools/districts may decide to print copies to use during testing from <https://coassessments.com/practice-resources/>.
- Only students with an approved accommodation may use other tools, like visual description documents or calculators on non-calculator portions of math.

Scratch Paper

- **Accommodated paper tests:** Give scratch paper to all students for all tests.
- **Online tests:**
 - Give scratch paper to all students for **math tests**.
 - For **ELA/CSLA, science, and social studies**, scratch paper is allowed if the district says so.
- Scratch paper can be **plain, lined, or graph paper**.
- If a student's **IEP or 504 plan** asks for a different type of scratch paper, provide it.
- Check all scratch paper before use to make sure it's **blank**.
- Give each student **one sheet per test unit**. They can trade it for a new one, but **only one sheet at a time**.
- Collect all scratch paper at the end of each unit and **return it to the SAC**.

Calculators

- **TestNav provides the correct calculator** for math and science, when allowed.
- **Calculators are only available** in the **calculator sections** of math tests.
- If a student needs a **special calculator** (like large-key or talking), it must be in their **IEP or 504 plan**.
- Students can also use their own handheld calculators if allowed by the district.

Allowed Calculator Types:

Mathematics

- Grades 3, 4, and 5: **No calculators**, unless unique accommodation is approved.
- Grades 6 and 7: **Five-function** (includes $\sqrt{\quad}$ and %)
- Grade 8: **Scientific**

Science

- Grade 5: **Four-function** (includes %)
- Grades 8 and 11: **Scientific**

Calculator Rules

- **No graphing calculators** with CAS (Computer Algebra System) features.
- No calculators on tablets, phones, laptops, or PDAs.
- **No sharing** calculators during testing.
- Clear calculator memory **before and after** each test session.
- No calculators with **QWERTY keyboards**.
- If students bring their own calculators, **Test Administrators must check** that they meet requirements.

Special Case: Math Non-Calculator Sections

- If a student is approved to use a calculator in a **non-calculator section**, it must be **handheld**.
- Approval is needed through a **Unique Accommodation Request (UAR)**.
- Allowed calculator types for approved students:
 - Grades 3, 4, and 5: **Four-function**
 - Grades 6 and 7: **Five-function** (with $\sqrt{\quad}$ and %)
 - Grade 8: **Scientific**

2.3.3 Prohibited Materials

 Students may NOT have:

- Phones or wearable technology (e.g., smart watches, smart glasses, Bluetooth earbuds)
- Any other electronics not used for testing
- Notes, study guides, or reference books (exception: word-to-word dictionary for multilingual learners)
- Instructional posters or materials within view
- Anything with test answers or hints

If a student has a prohibited item:

1. Take the item away
2. If it's a phone, ask them to power it off
3. Report the issue to the SAC

If the student uses a phone or device during testing, their test may be invalidated.

2.3.4 Visitors

Only authorized people are allowed in the room:

- Students who are testing
 - Test Administrators
 - SACs, DACs, or state-sanctioned monitors
 -  No parents, reporters, or non-testing students.
 -  No photos or videos of test materials or students.
-

2.4 Time Limits, Policies, and Procedures

Each test has a set amount of time. Students must finish within that time unless they have an approved accommodation for extra time.

General Timing Rules

- Each test **unit** has a set time limit.
- Plan for about **10 extra minutes** at the start of a session for handing out materials and reading instructions.
- Once the unit time starts, students work quietly until time is up.
 - **If all students finish early**, you may end the session.
 - **If a student finishes early**, they may not move onto the next unit.
- Students **with extra time accommodations** must test in a separate room.

 Unit Timing Guides and accommodation time charts are found in *Appendix B*.

Timing Checklist for Test Administrators

Online

- ✓ Timing is built into the test.
- ✓ The embedded timer begins once a student clicks “Start” and views the first question.
- ✓ The test automatically gives a 10-minute warning before time is up.*
- ✓ If not previously submitted, the test automatically stops when time is up—even if students are not finished.

Paper

- ✓ Start timing when you say, “Turn the page and begin.”
- ✓ Track start and stop times using a clock.
- ✓ Give a 10-minute warning before time is up.*
- ✓ End the test when time is up—even if students are not finished.

*There is also a 20-minute warning in Math Unit 1 for Grades 6 through 8.

2.4.1 What if Students Finish Early?

Your district or school decides what happens when students finish before time is up:

OPTION	WHAT TO DO
 STAY AND READ	Student may read silently. No electronic reading devices. Book must be unrelated to test content area.
 DISMISS EARLY	Students may quietly leave the room. Must not disturb others.

 **Important:** Students may only read after all of their test materials are collected.

2.4.2 What if Students Arrive Late or Leave Early?

Late students **cannot enter** the testing room once a unit has started. They must:

- Test in a different room.
- Get the full time for that unit.
- Make up missed units later.

Students who need to **leave early** (e.g., parent picks up for an appointment or student becomes ill during the session) finish incomplete portions of the started unit upon their return (make up testing on the same day or another day). They must:

- Complete incomplete questions before they continue to subsequent units of the test.
- Not revisit previously answered questions.

See 2.4.5 *Make-Up Testing* and 4.2 *Monitoring the Test* for guidance.

2.4.3 Taking Breaks

Two types of breaks are allowed:

Bathroom Break (One Student at a Time)

- No talking
- No phone or electronics
- The clock keeps running

Short Breaks (Up to 3 Total Minutes)

- **Online tests:** Students can pause the test using the **pause** button. [Figure 2-1 and Figure 2-2] They can use it more than once, but only for a total of **3 minutes**. After 3 minutes, the test goes back to the last question they saw, and the **pause button stops working**.
- **Paper tests:** Students can pause testing for up to **3 total minutes**. The Test Administrator tracks the used break time and adjusts the end time by the amount of time used (up to 3 minutes).
 - Everyone stays in the room
 - No talking

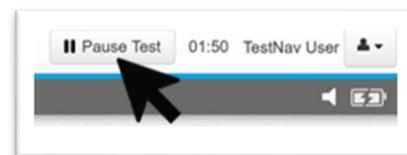


Figure 2-1: Pause button at the top of the student's TestNav screen.

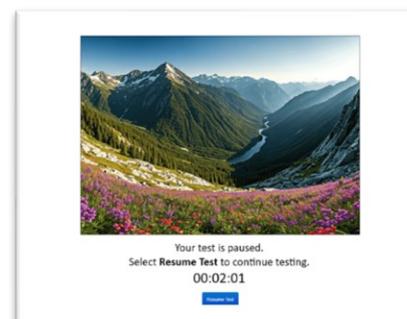


Figure 2-2: Pause screen viewed when the student pauses their test.

2.4.4 Interruptions

Interruptions during a test unit are **not considered breaks**. Next steps are determined by the interruption type.

Emergency Situations

If there's a school-wide emergency (like a fire drill or lockdown), the **safety of students and staff comes first**.

See 2.2 *Testing Problems and Security Breaches* for more details.

Student Illness or Family Emergency

If a student gets sick or has a personal emergency during testing:

- The Test Administrator **writes down where the student stopped** and how much time is left in the unit.
 - Online tests: The student must **exit the test** before leaving. See *4.5 Exiting TestNav*.
 - The Test Administrator must **collect any test materials** and give them to the SAC.
 - When the student returns, they'll **finish any missed or incomplete units during make-up testing**.
 - Online tests: **Resume the test** before the student continues. See *3.4 Using PearsonAccessnext for Online Testing*.
-

Technology Problems for Online Tests

One Student Has a Tech Issue

If one student's device stops working or shows an error:

1. **Write down the time** of the interruption to keep track of how much time is left.
2. **Contact tech support** at your school—do **not take photos** of the screen—just note any **error codes**.
3. After the issue is fixed, **resume the test in PearsonAccess^{next}** before the student signs back in.
4. Make sure the student uses the **same device** and give them the **remaining test time**.
5. **Tell the SAC** if there's not enough time left in the day to finish.

Multiple Students Have a Tech Issue

If several students are affected:

1. **Pause the test** for all students until the issue is fixed.
2. **Write down the time** the interruption started.
3. **Contact tech support** at your school. Don't take photos—just note any **error codes**.
4. Once fixed, **resume tests in PearsonAccess^{next}**, then have students sign back in.
5. Students should use the **same devices** and get their **remaining test time**.
6. **Contact the SAC** if there are timing concerns.

 **Note:** For help with **online testing** error codes, see *Appendix D: TestNav Error Codes and Resolutions*.

2.4.5 Make-Up Testing

The district or school determines the logistics for providing make-up testing time to students who were interrupted during testing, were absent, or missed a regularly scheduled session for another reason.

- Units must be taken **in order**.
 - Students may take missed tests on a different day.
 - Students making up a unit or portion thereof must not change answers in previously completed parts of the test.
 - Students who previously started a unit but had to leave early may only use the remaining unit testing time past the point of interruption.
-

2.5 Testing with Accommodations

Some students need changes in how they take the test. These changes are called **accommodations**. They help students show what they know without giving them an unfair advantage.

Accommodations are allowed for:

- Students with disabilities (IEP or 504 plan)
- Multilingual learners (ML plans can be at the district, school, or individual student level)

What Accommodations Can Include

- More time to test or extra breaks (extended time – unit time x1.5 or x2; stop-the-clock breaks)
- Auditory or signed presentation of test questions
- A separate or small group testing room
- Standard print, large print, or braille test books
- Translated or Spanish versions of the test
- Help indicating answers (e.g., using a scribe)

 This is not an exhaustive list. Provided accommodations must be listed in the student’s IEP, 504, or ML plan.

Refer to *Section 6.0 Administrative Considerations, Accessibility Features, and Accommodations* in the *CMAS and CoAlt Procedures Manual* for more information.

Important Rules

- You must provide accommodations **exactly as listed** in a student’s plan.
- Some accommodations (like scribes for ELA/CSLA or using calculators in non-calculator sections of math) require **special approval** from CDE.
- Modifying a test (changing what’s being measured) is **not allowed**. It will result in an invalid score.
- **Some accommodations are only available for certain plan types**. For example, the need for use of a paper test must be directly tied to a student’s disability and documented on their IEP or 504 plan.

Accommodations Checklist for Test Administrators

- ✓ Attend training about accommodations before test day
- ✓ Review the student’s IEP, 504, or ML plan
- ✓ Set up separate testing rooms if needed
- ✓ Make sure students have the correct materials and supports
- ✓ Only provide accommodations listed in the plan
- ✓ Ask the SAC if you're unsure about anything
- ✓ Never give help that changes the meaning of the test (like reading aloud ELA/CSLA test questions or passages)

Remember

- No internet access is ever allowed during testing (outside of the secure online testing platform, TestNav).
- Students may use assistive tools (like special calculators or visual descriptions) **only** if required by their IEP, 504, or ML plan.
- Follow the exact procedures in the *CMAS and CoAlt Procedures Manual*, especially *Section 6* about accommodations.

3.0 Before Testing

Before testing begins, complete training, prepare students, and get your testing space and materials ready.

3.1 Training

All Test Administrators must be trained each year. This helps ensure everyone gives the test the right way.

Training Checklist

- ✓ Attend district or school training
 - ✓ Read the **CMAS Test Administrator Manual**
 - ✓ Read **Section 6** in the **CMAS and CoAlt Procedures Manual** if you're giving tests with accommodations
 - ✓ Sign the **CMAS and CoAlt Security Agreement** and return it to the SAC
-

3.2 Preparing Students

You can help students feel ready and confident before test day—but without giving answers or hints.

Student Prep Checklist

- ✓ Use practice items to show students how test questions look
- ✓ Help students learn how to:
 - Select responses (online) or fill in answer bubbles (accommodated paper)
 - Type (online) or handwrite (paper) answers for constructed response questions
 - Use scratch paper or the notepad tool
 - ✓ Talk to students with accommodations about what to expect
 - ✓ Explain what help you can and cannot give during the test

 Practice items and tutorials are available here: <https://coassessments.com/practice-resources/>

3.3 Testing Setup

Set up the testing space before test day. Make sure all materials are correct and ready.

Testing Setup Checklist

- ✓ Post the **CMAS TESTING: Do Not Disturb** sign outside the room
 - ✓ Receive all test materials from the SAC, including:
 - Student testing tickets
 - Accommodated paper test books/kits, including **SAY Instructions for Paper Administration**
 - Scratch paper
 - Other accommodated materials (e.g., auditory/signed presentation scripts, braille, visual descriptions)
-

3.4 Using PearsonAccess^{next} for Online Testing

This section explains how to give the online CMAS test using PearsonAccess^{next}.

What's Included:

- How to get ready for online testing
 - How to sign in to PearsonAccess^{next}
 - How to start a test and unlock a unit
 - How to monitor testing
 - What to do if testing is interrupted
-

Getting Ready for Online Testing

Sign in to PearsonAccess^{next}

1. Go to <https://co.pearsonaccessnext.com>
 2. Click **Sign In**
 3. Enter your username and password
 4. Make sure the correct administration is selected: **Colorado > 2025-2026 > CMAS Spring 2026**
-

Start the Test and Unlock Unit 1

Before students can start testing:

1. In PearsonAccess^{next}, go to **Testing > Students in Sessions**.
 2. Type in the name of the test session. If you don't know it, go to **Testing > Sessions** and look it up.
 3. Select the session and click **Add Selected**.
 - Repeat if you're monitoring more than one session.
 - Use **Combined View** to see students from multiple sessions.
 4. Click **Start Session** (or **Start All Sessions** if using Combined View).
 - If you can't start the session, contact your SAC.
 5. Make sure students who need special forms (like text-to-speech or Spanish) are correctly assigned. Check the **State Student Identifier** column for labels like **TTS** or **SPA**.
 6. Unlock **Unit 1** by clicking the unlock icon next to it in the session level progress bar.
-

Start Unit 2 or 3

You must unlock units in order (Unit 1, then 2, then 3), even for make-up testing.

To unlock Unit 2 or 3:

1. Go to **Testing > Students in Sessions**.
2. Select the session from the list or search for it.
3. Click the unlock icon next to the correct unit in the session level progress bar.

 Only one unit can be unlocked per student. Lock the previous unit before unlocking the next one.

Make-Up Testing for One Student

If one student is making up a different unit:

- You can unlock that specific unit for them.
- Click the drop-down next to the student's unit and unlock the correct one.

Monitoring Testing

Use PearsonAccess^{next} to track student progress:

- Watch the progress bar and unit status next to each student's name.
- Click **Refresh** to update.
- Click a student's unit status to see more info.

UNIT STATUS	EXPLANATION
 READY	The test session is prepared, but the unit is locked and not available to the student.
READY	The unit is unlocked, but the student hasn't started yet.
ACTIVE	The student signed in and is working on the test.
EXITED	The student saved and exited the test but hasn't submitted it yet.
RESUMED	The student exited and the test is now ready to continue.
RESUMED UPLOAD	The student exited and the test is now ready to continue. They may not have exited correctly so the system will check the device for answers not yet sent to the server.
COMPLETED	The student finished and submitted the unit. Answers were sent to Pearson.
MARKED COMPLETE	The SAC or DAC marked the unit complete instead of the student submitting it.

Interruptions During Testing

If testing is interrupted:

1. The student should click their name in the top right corner.
2. Choose **Sign out of TestNav**.
3. On the next screen, click **Save and Return Later**.

The student's status will show as **Exited** in PearsonAccess^{next}.

To resume a test:

1. In PearsonAccess^{next}, go to **Testing > Students in Sessions**.
2. Find the test session and student.
3. Do one of the following:
 - For 1 to 2 students: Click the arrow next to their unit and select **Resume** or **Resume Upload**.
 - For many students: Select their checkboxes, open the task list, choose **Resume Student Tests**, and click **Start**. Then check the box for the correct unit and click **Resume**.

 You can't resume a unit that is in a status of **Resumed**, **Marked Complete**, or **Completed**.

 **Completed** means *the student* clicked **Submit Final Answers** at the end of the unit.

4.0 During Testing

This section explains what to do while students are testing, including how to use materials, monitor the room, and follow the SAY instructions script.

4.1 Preparing for the Test Session

Secure Test Materials

- You may only have access to test materials **on the day** you're giving the test.
- Get student testing tickets or accommodated test books and other materials from the SAC just before the test begins.
- Return materials to the SAC right after the test ends (within 15 minutes).

! If you're giving an accommodated test (like auditory/signed presentation or braille), you may need early access to the materials, but always under the SAC's supervision.

4.2 Monitoring the Test

What You Should Do

- ✓ Walk around the room and actively watch students
- ✓ Answer questions **only** about directions or procedures
- ✓ Remind students to do their best
- ✓ Make sure students are using the correct materials
- ✓ Keep all test materials safe and secure

What You Should NOT Do

- ✗ Read test questions
 - ✗ Answer questions about test content
 - ✗ Help with answers
 - ✗ Leave test materials or students unattended
 - ✗ Allow use of phones or electronic devices
-

What to Do if Testing Is Interrupted

Interruptions may include:

- A student needs a break
- Students are moved to a new room
- A student has an emergency or needs to leave for another reason

- ✓ Note the time of the interruption and the time left in TestNav (online) or calculate the remaining time (paper)
 - ✓ Have students sign out of the test (online) or close their test books (paper)
 - ✓ Do **not** let students carry their test materials
 - ✓ If moving to a new room, set up the new room before testing continues
 - ✓ If a student is sick or must leave, take their materials and notify the SAC
 - ✓ Resume testing only when the room is ready and provide the remaining unit time
-

✓ During Testing Checklist

- ✓ Check that all students are present
- ✓ If a student is absent, tell the SAC
- ✓ Keep track of any make-up testing needs
- ✓ Make sure students take **test units in the correct order**
- ✓ Read aloud the **bold** SAY instructions word-for-word
- ✓ Give each student the correct materials—**verify student names** on testing tickets and test book covers before handing them out
- ✓ Actively supervise testing
- ✓ Collect all used and unused materials right after testing
- ✓ Log everything on the chain of custody form
- ✓ Report any unusual events to the SAC

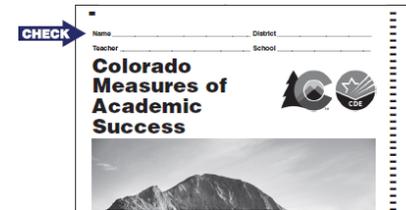
STUDENT TESTING TICKET

CHECK → Student: DOE, JANE
 State ID#: 1234567890
 Session: Sample Session
 Date of Birth: YYYY-MM-DD
 Test: Grade 06 Science

You are authorized to take the electronic version of this test. You will be asked to provide the following information in order to access the test on the device. Please wait for the instructions from the test monitor before proceeding.

Select Colorado in the application.
 Username: 0075156303 Password: 7bc473
 (OPTIONAL) Local Testing Device ID: _____

Figure 4-1: Sample student testing



4.3 Getting Started

You will read aloud the SAY instructions to start testing. The SAY instructions include when to distribute materials.

- The SAY instructions tell you exactly what to say during each test session.
- The script in this manual is for online CMAS tests. **SAY instructions for accommodated paper CMAS tests are included in test book kits.** Do not use the online SAY instructions for paper administrations.
- Say the **bold text** word-for-word.
- You may repeat directions or clarify procedures—but don't change the meaning.
- Do **not** explain test content or give hints.

👉 If providing auditory or signed presentation of the test, follow the special script provided for that purpose.

Required Online Materials

- Testing device
- Student testing ticket
- Headphones (only for math, science, and social studies *if* using text-to-speech) 🎧
- Scratch paper and pencil or pen (only *required* for math – refer to local policy for other content areas)

Optional Content Area-Specific Online Materials

Math Grade 5	Math Grades 6 and 7	Math Grade 8	Reading and Writing (ELA) Grades 3 through 8	Science Grades 5 and 8	Science Grade 11
<input type="checkbox"/> Printed math reference sheet	<input type="checkbox"/> Printed math reference sheet <input type="checkbox"/> Handheld five-function calculator with $\sqrt{\quad}$ and % functions <ul style="list-style-type: none"> ○ Unit 1 Section 2 ○ Unit 2 ○ Unit 3 	<input type="checkbox"/> Handheld scientific calculator <ul style="list-style-type: none"> ○ Unit 1 Section 2 ○ Unit 2 ○ Unit 3 <input type="checkbox"/> Geometry tools: <ul style="list-style-type: none"> ○ Tracing paper ○ Reflection tool ○ Straight edge ○ Compass 	<input type="checkbox"/> Scratch paper <input type="checkbox"/> Pencil or pen	<input type="checkbox"/> Scratch paper <input type="checkbox"/> Pencil or pen <input type="checkbox"/> Handheld calculator <ul style="list-style-type: none"> ○ Grade 5: four-function with % function ○ Grade 8: scientific 	<input type="checkbox"/> Scratch paper <input type="checkbox"/> Pencil or pen <input type="checkbox"/> Printed periodic table <input type="checkbox"/> Handheld scientific calculator

✔ To Begin

✔ Sign into PearsonAccess^{next}. On the **Students in Sessions** screen, **unlock the correct unit at the session level**.

At the student level:

- 🔒 **Lock the unit** for any **absent** students.
- 🔒 **Unlock the correct unit** for any **make-up** students.

✔ Make sure **all student testing devices are turned on** and show the **TestNav Colorado Sign In** screen.

✔ It's best if students **use the same device each day**. Write down which device each student uses on their **student testing ticket** (e.g., iPad #7, Chromebook #26).

✔ Read the **bold text** to students for each unit of all content area tests. Pay close attention to instructions that vary by content area and grade level.

4.4 Using the SAY Instructions

Use this script for all **online** CMAS tests. Fill in appropriate directions based on the content area, grade level, and unit. All units must be taken in the correct order, even for make-up testing. **Taking units out of order will result in misadministration or score suppression for that content area test.**

🗣️ 4.4.1 SAY Instructions – English

Today you will take a CMAS test. Make sure your workspace is clear, except for what I give to you.

*If students will read upon completion: **If you brought a book, put it under your chair.***

Other than your testing device, all electronic devices, including phones and wearable technology, must be powered off. If you have a device during the test, your test won't be scored.

- *If devices can be collected: **I will collect any devices now and give them back after the test.***
- *If devices **cannot** be collected: **Put away any devices. You cannot use them during the test.***

If the school has a policy that prohibits the collection of devices, students must store phones and wearable technology in lockers, backpacks, or other designated areas before they start testing.

I will hand out the materials you can use during the test. Do not sign into the test until I tell you to.

*If students need visual descriptions (per IEP/504): **I will also give you a document that describes some of the images in your test. It doesn't describe every image, just some to help you access them.***

👋 📄 *Distribute testing tickets and other materials. Keep testing tickets for absent students. Write on the ticket: Absent Unit __ and provide this information to the SAC after the session.*

🎧 *Math, Science, and Social Studies, only for students assigned text-to-speech: **If you are using text-to-speech, plug in your headphones and put them on now. On the Sign In screen, click Test Audio. Make sure you hear the chime and adjust the volume if needed. Raise your hand if you need help.***

In PearsonAccess^{next}, check that students who need text-to-speech have **TTS** or **SPA TTS** next to their SASID. If it's missing, do not let the student sign in—call the SAC right away. Once a student signs in, the test can't be changed.

Continue for all content areas: **Look at your ticket. Do you see ____** (say the grade and content, e.g., Grade 3 Math)?

Grade __ (3, 4, 5, 6, 7, or 8) Math	Grade __ (3, 4, 5, 6, 7, or 8) Reading and Writing	Grade __ (5, 8, or 11) Science	Grade __ (4 or 7) Social Studies
--	---	---	---

Find your name on your ticket. If your name is not on the ticket, raise your hand.

Make sure each student has their own testing ticket. Using another student's ticket will result in misadministration.

Type your username and password just like they appear on your ticket. Then, click the blue Sign In button.

Wait for students to sign in.

- If a student sees, "The username or password you entered is incorrect," you may help them try again.
- If the "Sign In" screen doesn't say "Colorado," click the user menu in the top right corner and then pick "Choose a different customer." Then select "Colorado."

Look for your name in the top right corner of the screen. If your name isn't there, raise your hand.

If another student's name shows up on the screen:

- Have the student click the button next to the name and choose "Sign out of TestNav."
- Then check their testing ticket and try signing in again.

If students are testing on iPads, **Select Yes on the Confirm App Self-Lock message.**

- Students who tap "No" cannot start or continue testing.

★ About the Test

This test ____ (say the test information).

<i>Math Grades 3 to 8</i>	<i>Reading and Writing (ELA) Grades 3 to 8</i>	<i>Science Grades 5 and 8</i>	<i>Science Grade 11</i>	<i>Social Studies Grades 4 and 7</i>
has three units, but you will only work on one unit right now.	has three units but you will only work on one unit right now.	has three units but you will only work on one unit right now.	has two units but you will only work on one unit right now.	is about social studies.

Some questions might be easy and some might be hard. Do your best!

Click Start for ____ (say the test information).

<i>Math Grades 3 to 8</i>	<i>Reading and Writing (ELA) Grades 3 to 8</i>	<i>Science Grades 5 and 8</i>	<i>Science Grade 11</i>	<i>Social Studies Grades 4 and 7</i>
Unit __ (1, 2, or 3)	Unit __ (1, 2, or 3)	Unit __ (1, 2, or 3)	Unit __ (1 or 2)	the test

If a student cannot click the "Start" button:

- Select the "Refresh" button, then try again.
- Verify the unit is unlocked in PearsonAccess^{next}.

If a student is completing a make-up test, tell them which unit they will take and make sure they can access it.

How to Take the Test

- **Read any information and follow the directions to answer each question.**
 - *Math only:* If a question asks you to explain or show your work, you must do so to get full credit.
 - *Reading and Writing (ELA) only:* One question asks you to write a response. Only responses written in English are scored.
- **If you don't know an answer, you can use the bookmark and skip it, then come back later.**
- **If you finish early, check your work but only for the current unit.**

<p style="text-align: center;"><i>Math</i> Grades 3, 4, and 5 All Units</p>	<p style="text-align: center;"><i>Math</i> Grades 6, 7, and 8 Unit 1</p>	<p style="text-align: center;"><i>Math</i> Grades 6, 7, and 8 Units 2 and 3</p>
<p>Do not use a calculator on any part of the test.</p> 	<p>This unit has two sections. You cannot use a calculator for Section 1.</p> <p>When you see the word PAUSE, you are not done yet.</p> <p>Check your answers in Section 1, then click <i>Submit</i> on the <i>End of Section</i> screen.</p> <p>You cannot go back once you move to Section 2.</p> <p>You can use the calculator in the toolbar for Section 2. <i>Based on local policy: Raise your hand once you are in Section 2 if you want a handheld calculator.</i></p> <p>Both Sections 1 and 2 must be completed during the Unit 1 testing time.</p>	<p>You can use the calculator in the toolbar for this unit.</p> <p><i>Based on local policy: Raise your hand if you want a handheld calculator.</i></p> 

Math Grades 5, 6, 7, and 8 only: There is an **Exhibits button** on the right side of your screen. Click it to see the **math reference sheet** during the test.

Science Grade 11 only: There is an **Exhibits button** on the right side of your screen. Click it to see the **periodic table** during the test.

Continue for all content areas: **Are there any questions about how to take the test?**

Answer any questions.

You will work on this test by yourself. I can't help you with any test questions.

Math (and other content areas if scratch paper is allowed per local policy): **You may use the scratch paper I gave you, but you can't share it. If you need a new sheet, raise your hand.**

ELA, Science, and Social Studies only: **You may use the TestNav notepad tool to take notes while you test.**

Continue for all content areas: **Remember, only answers entered in answer spaces will be scored.**

After the last question, you'll see the *End of Unit* screen. When you're done, click *Submit*. Once you submit, you can't go back to that part of the test. Are there any questions?

Answer any questions.

If you need help submitting your test or your device isn't working, *raise your hand and I will help you.*

You have ____ (say the test time) to take this test.

Math Grades 3 to 8	Reading and Writing (ELA) Grades 3 to 8	Science Grades 5 and 8	Science Grade 11	Social Studies Grades 4 and 7
65 minutes	90 minutes	65 minutes	50 minutes	65 minutes

If you need to take a quick break, use the *pause* button. You can use it more than once, but only for a total of 3 minutes. After 3 minutes, the pause button stops working.

Math Grades 6, 7, and 8 Unit 1 only: You'll see a message that reminds you to move on to Section 2 when you have 20 minutes left, then

Continue for all content areas: You'll see a message when there are 10 minutes left.

Select the blue *Start* button and begin.

While students are testing:

- **Walk around** the room and make sure students work on their own and do not use anything they shouldn't.
- **Watch student progress** in PearsonAccess^{next}. Refresh the page now and then.
- 🙋📱 **Math Grades 6, 7, and 8 Unit 1 only:** Based on local policy, when students finish the non-calculator section (Section 1), they can raise their hand to get a handheld calculator.
- While you may not remind or encourage a student to answer all questions,
 - 🗣️ If a student is off task: **[Student name], please continue working.**
 - 🗣️ If a student is upset or discouraged, you may say one of the following:
 - **Take a deep breath. You can do this!**
 - **Just do your best!**
 - **Keep trying your hardest.**
 - **You've got this—just focus on the question in front of you.**
 - **It's okay to skip a question and come back to it.**

If there's an interruption:

- **Bathroom break?** Cover the screen. The test timer keeps going.
- **Leaving for an extended period?** Have the student click the button next to their name in the top right corner and click "Sign out of TestNav." This stops the test timer.
- Student gets an **Early Warning** message?
 - Click "Test Proctor - Click Here" on the student's screen.
 - Click "Retry."
 - If that doesn't fix it, check **Appendix D: TestNav Error Codes and Resolutions** or visit <https://support.assessment.pearson.com/display/TN/Error+Codes>.
 - Resume the student's unit through PearsonAccess^{next}, if needed. Refer to **3.4 Using PearsonAccessnext for Online Testing**.
 - If the test does still won't resume, **call Pearson at 1-888-687-4759.**
- See **2.4 Time Limits, Policies, and Procedures** for more information.

If a student finishes early:

Ask, **Are you completely done?**

- If yes, take their testing ticket and any test materials.
 - If they submitted their answers, you'll see "Completed" in PearsonAccess^{next}.
 - If they need help submitting their answers, use  **4.5.1 TestNav Exit Instructions** – English.
 -  Read one of the following to the student:
 - Option 1: **You can sit quietly or read.**
 - Option 2: **You can go to _____** (fill in the predetermined location).
-

End of Unit:

When time is up, students see a "Time Expired" pop-up with a button to "Submit Final Answers."

If a student requires transcription, they must not submit their answers.

- If they are out of time, the Test Administrator selects "Proctor only" on the TestNav screen and then enters the password to extend testing time to complete transcription (contact the SAC if the password is needed).
- If transcription will not be completed immediately after the student finishes the unit, click the button next to their name in the top right corner and click "Sign out of TestNav."
- Refer to the **Transcription Directions** in the **CMAS and CoAlt Procedures Manual** for next steps.

 **Note:** End times may be a little different for students due to pause button use or interruptions.

If students are moving to the next unit (same content area) when all students in the current session are done,

- Collect old scratch paper.
 - Hand out new scratch paper.
 - Go to **page 21** and start the SAY instructions at **★ About the Test.**
-

4.4.2 SAY Instructions – Spanish

Hoy vas a tomar una prueba de CMAS. Asegúrate de que tu espacio de trabajo esté limpio, excepto por lo que yo te entregue.

If students will read upon completion: Si trajiste un libro, colócalo debajo de tu silla.

Además de tu dispositivo para la prueba, todos los dispositivos electrónicos —incluidos teléfonos y cualquier otro tecnología portátil— deben estar apagados. Si tienes un dispositivo durante la prueba, tu prueba no se calificará.

- *If devices can be collected: Voy a recoger cualquier dispositivo ahora y los devolveré después de la prueba.*
- *If devices cannot be collected: Guarda cualquier dispositivo. No puedes usarlos durante la prueba.*

If the school has a policy that prohibits the collection of devices, students must store phones and wearable technology in lockers, backpacks, or other designated areas before they start testing.

Voy a entregar los materiales que puedes usar durante la prueba. No inicies sesión hasta que yo te lo indique.

If students need visual descriptions (per IEP/504): También te daré un documento que describe algunas de las imágenes en tu prueba. No describe todas las imágenes, solo algunas para ayudarte a entenderlas.

  *Distribute testing tickets and other materials. Keep testing tickets for absent students. Write on the ticket: Absent Unit __ and provide this information to the SAC after the session.*

 *Math, Science, and Social Studies, only for students assigned text-to-speech: Si vas a usar la función de texto a voz, conecta tus audífonos y pónelos ahora. En la pantalla de inicio de sesión, haz clic en Probar audio. Asegúrate de escuchar el sonido y ajusta el volumen si es necesario. Levanta la mano si necesitas ayuda.*

In PearsonAccess^{next}, check that students who need text-to-speech have TTS or SPA TTS next to their SASID. If it's missing, do not let the student sign in—call the SAC right away. Once a student signs in, the test can't be changed.

Continue for all content areas: **Mira tu boleto. ¿Ves** ____ (say the grade and content area, e.g., Grado 3 Matemáticas)?

Grado __ (3, 4, 5, 6, 7, o 8) Matemáticas	Grado __ (3, 4, 5, 6, 7, o 8) Lectura y escritura	Grado __ (5, 8, o 11) Ciencias	Grado __ (4 o 7) Estudios sociales
--	--	---	---

Encuentra tu nombre en tu boleto. Si tu nombre no está en el boleto,, levanta la mano.

Make sure each student has their own testing ticket. Using another student's ticket will result in misadministration.

Escribe tu nombre de usuario y contraseña exactamente como aparecen en el boleto. Luego, haz clic en el botón azul **Iniciar sesión**.

Wait for students to sign in.

- *If a student sees, “The username or password you entered is incorrect,” you may help them try again.*
- *If the “Sign In” screen doesn’t say “Colorado,” click the user menu in the top right corner and then pick “Choose a different customer.” Then select “Colorado.”*

Busca tu nombre en la esquina superior derecha de la pantalla. Si tu nombre no está ahí, levanta la mano.

If another student’s name shows up on the screen:

- Have the student click the button next to the name and choose “Sign out of TestNav.”
- Then check their testing ticket and try signing in again.

*If students are testing on iPads, **Selecciona Sí** cuando veas el mensaje de **Confirmar bloqueo automático de la aplicación**.*

- Students who tap “No” cannot start or continue testing.

★ Acerca de la prueba

Esta prueba ____ *(say the test information).*

<i>Math Grades 3 to 8</i>	<i>Reading and Writing (ELA/CSLA) Grades 3 to 8</i>	<i>Science Grades 5 and 8</i>	<i>Science Grade 11</i>	<i>Social Studies Grades 4 and 7</i>
tiene tres unidades, pero ahora solo vas a trabajar en una unidad.	tiene tres unidades, pero ahora solo vas a trabajar en una unidad.	tiene tres unidades, pero ahora solo vas a trabajar en una unidad.	tiene dos unidades, pero ahora solo vas a trabajar en una unidad.	es de estudios sociales.

Algunas preguntas pueden ser fáciles y otras difíciles. ¡Haz tu mejor esfuerzo!

Haz clic en *Iniciar* para ____ *(say the test information).*

<i>Math Grades 3 to 8</i>	<i>Reading and Writing (ELA/CSLA) Grades 3 to 8</i>	<i>Science Grades 5 and 8</i>	<i>Science Grade 11</i>	<i>Social Studies Grades 4 and 7</i>
la Unidad ____ (1, 2, or 3)	la Unidad ____ (1, 2, or 3)	la Unidad ____ (1, 2, or 3)	la Unidad ____ (1 or 2)	comenzar la prueba

If a student cannot click the “Start” button:

- Select the “Refresh” button, then try again.
- Verify the unit is unlocked in PearsonAccess^{next}.

If a student is completing a make-up test, tell them which unit they will take and make sure they can access it.

Cómo tomar la prueba

- **Lee toda la información y sigue las instrucciones para responder a cada pregunta.**
 - *Math only:* **Si una pregunta te pide explicar o mostrar tu trabajo, necesitas hacerlo para recibir todo el crédito.**
 - *Reading and Writing (ELA) only:* **Una pregunta te pedirá que escribas una respuesta. Solo se califican las respuestas escritas en inglés.**
 - *Lectura y escritura (CSLA) only:* **Una pregunta te pedirá que escribas una respuesta. Solo se califican las respuestas escritas en español.**
- **Si no sabes una respuesta, puedes usar el marcador para saltarla y volver después.**
- **Si terminas antes de tiempo, revisa tu trabajo, pero solo en la unidad actual.**

Math Grades 3, 4, and 5 All Units	Math Grades 6, 7, and 8 Unit 1	Math Grades 6, 7, and 8 Units 2 and 3
<p>No uses calculadora en ninguna parte de la prueba.</p> 	<p>Esta unidad tiene <i>dos secciones</i>. No puedes usar calculadora en la Sección 1.</p> <p>Cuando veas la palabra PAUSA, eso no significa que hayas terminado.</p> <p>Revisa tus respuestas en la Sección 1 y luego haz clic en <i>Enviar</i> en la pantalla de <i>Fin de la sección</i>.</p> <p>No podrás regresar a la Sección 1 una vez que pases a la Sección 2.</p> <p>Puedes usar la calculadora en la barra de herramientas durante la Sección 2. <i>Based on local policy: Levanta la mano cuando estés en la Sección 2 si quieres una calculadora física.</i></p> <p>Debes completar tanto la Sección 1 como la Sección 2 durante el tiempo de prueba de la Unidad 1.</p>	<p>Puedes usar la calculadora en la barra de herramientas para esta unidad.</p> <p><i>Based on local policy: Levanta la mano si quieres una calculadora física.</i></p> 

Math Grades 5, 6, 7, and 8 only: Hay un botón llamado *Exhibiciones* en el lado derecho de tu pantalla. Haz clic ahí para ver la *hoja de referencia de matemáticas* durante la prueba.

Science Grade 11 only: Hay un botón llamado *Exhibiciones* en el lado derecho de tu pantalla. Haz clic ahí para ver la *tabla periódica* durante la prueba.

Continue for all content areas: ¿Hay alguna pregunta sobre cómo tomar la prueba?

Answer any questions.

Vas a trabajar en esta prueba tú solo. No puedo ayudarte con las preguntas de la prueba.

Math (and other content areas if scratch paper is allowed per local policy): Puedes usar la hoja de borrador que te di, pero no se puede compartir. Si necesitas otra hoja, levanta la mano.

ELA, CSLA, Science, and Social Studies only: Puedes usar la herramienta de bloc de notas en TestNav para tomar apuntes mientras haces la prueba.

Continue for all content areas: Recuerda: solo se califican las respuestas escritas en los espacios de respuesta.

Después de la última pregunta, verás la pantalla de *Fin de la unidad*. Cuando termines, haz clic en *Enviar*. Una vez que envíes, *no podrás volver a esa parte de la prueba*. ¿Hay alguna pregunta?

Answer any questions.

Si necesitas ayuda para enviar tu prueba o si tu dispositivo no está funcionando, levanta la mano y te ayudaré.

Tienes ___ (*say the test time*) para tomar esta prueba.

Math Grades 3 to 8	Reading and Writing (ELA/CSLA) Grades 3 to 8	Science Grades 5 and 8	Science Grade 11	Social Studies Grades 4 and 7
65 minutos	90 minutos	65 minutos	50 minutos	65 minutos

Si necesitas tomar un descanso corto, usa el botón de *pausa*. Puedes usarlo más de una vez, pero solo por un total de **3 minutos**. Después de 3 minutos, el botón dejará de funcionar.

Math Grades 6, 7, and 8 Unit 1 only: Cuando queden 20 minutos, verás un mensaje que te recuerda avanzar a la Sección 2, después

Continue for all content areas: Verás un mensaje cuando queden 10 minutos.

Selecciona el botón azul *Iniciar* y comienza.

While students are testing:

- **Walk around** the room and make sure students work on their own and do not use anything they shouldn't.
 - **Watch student progress** in PearsonAccess^{next}. Refresh the page now and then.
 - 🙋📱 **Math Grades 6, 7, and 8 Unit 1 only:** Based on local policy, when students finish the non-calculator section (Section 1), they can raise their hand to get a handheld calculator.
 - While you may not remind or encourage a student to answer all questions,
 - 🗣️ If a student is off task: **[Nombre del estudiante], sigue trabajando.**
 - 🗣️ If a student is upset or discouraged, you may say one of the following:
 - **Respira profundo. ¡Tú puedes!**
 - **¡Haz tu mejor esfuerzo!**
 - **Sigue intentándolo la mejor que puedas.**
 - **¡Tú puedes hacerlo! Concéntrate solamente en la pregunta enfrente.**
 - **Está bien saltarte una pregunta y volver más tarde.**
-

If there's an interruption:

- **Bathroom break?** Cover the screen. The test timer keeps going.
 - **Leaving for an extended period?** Have the student click the button next to their name in the top right corner and select **Sign out of TestNav**. This stops the test timer.
 - Student gets an **Early Warning** message?
 - Click "Test Proctor - Click Here" on the student's screen.
 - Click "Retry."
 - If that doesn't fix it, check **Appendix D: TestNav Error Codes and Resolutions** or visit <https://support.assessment.pearson.com/display/TN/Error+Codes>.
 - Resume the student's unit through PearsonAccess^{next}, if needed. Refer to **3.4 Using PearsonAccessnext for Online Testing**.
 - If the test does still won't resume, **call Pearson at 1-888-687-4759**.
 - See **2.4 Time Limits, Policies, and Procedures** for more information.
-

If a student finishes early:

 Ask, **¿Terminaste completamente?**

- If yes, take their testing ticket and any test materials.
 - If they submitted their answers, you'll see "Completed" in PearsonAccess^{next}.
 - If they need help submitting their answers, use  **4.5.2 TestNav Exit Instructions – Spanish.**
-  Read one of the following to the student:
 - Option 1: **Puedes sentarte en silencio o leer.**
 - Option 2: **Puedes ir a _____** (fill in the predetermined location).

When time is up, students see a "Time Expired" pop-up with a button to "Submit Final Answers."

 **If a student requires transcription, they must not submit their answers.**

- If they are out of time, the Test Administrator selects "Proctor only" on the TestNav screen and then enters the password to extend testing time to complete transcription (contact the SAC if the password is needed).
- If transcription will not be completed immediately after the student finishes the unit, click the button next to their name in the top right corner and click "Sign out of TestNav."
- Refer to the **Transcription Directions** in the **CMAS and CoAlt Procedures Manual** for next steps.

 **Note:** End times may be a little different for students due to pause button use or interruptions.

If students are moving to the next unit (same content area) when all students in the current session are done,

- Collect old scratch paper.
 - Hand out new scratch paper.
 - Go to **page 26** and start the SAY instructions at ★ **Acerca de la prueba.**
-

4.5 Exiting TestNav

4.5.1 TestNav Exit Instructions – English

SIGN OUT <i>WITHOUT SUBMITTING</i> FINAL ANSWERS	SUBMIT FINAL ANSWERS
<p><i>From anywhere in the test:</i></p> <ul style="list-style-type: none">Click the User Menu button in the top right corner.Click Sign Out of TestNav.Click Save and Return Later.	<p><i>If the student is not on the End of Unit screen:</i></p> <ul style="list-style-type: none">Click the Review button in the top left corner.Scroll down and click End of Section.Click the green Submit button.When asked, click the green Yes, Submit button. <p><i>If the student is on the End of Unit screen:</i></p> <ul style="list-style-type: none">Click the green Submit button.When asked, click the green Yes, Submit button.

4.5.2 TestNav Exit Instructions – Spanish

SIGN OUT <i>WITHOUT SUBMITTING</i> FINAL ANSWERS	SUBMIT FINAL ANSWERS
<p><i>From anywhere in the test:</i></p> <ul style="list-style-type: none">Haz clic en el botón del Menú del usuario en la esquina superior derecha.Haz clic en Cerrar sesión de TestNav.Haz clic en Guardar y regresar después.	<p><i>If the student is not on the End of Unit screen:</i></p> <ul style="list-style-type: none">Haz clic en el botón Repasar en la esquina superior izquierda.Desplázate hacia abajo y haz clic en Fin de la sección.Haz clic en el botón verde Enviar.Cuando se te pregunte, haz clic en el botón verde Sí, enviar. <p><i>If the student is on the End of Unit screen:</i></p> <ul style="list-style-type: none">Haz clic en el botón verde Enviar.Cuando se te pregunte, haz clic en el botón verde Sí, enviar.

5.0 After Testing

Once testing is finished, all materials must be collected and returned securely. You also need to report any issues that happened during testing.

✓ **After Testing Checklist**

✓ Collect all used and unused test materials from students, including:

- Testing tickets (online) or test books (paper)
- Scratch paper
- Periodic tables (Grade 11 Science)
- Math reference sheets (Grades 5 through 8 Math)
- Any other materials used for accommodations (e.g., auditory/signed presentation scripts, visual descriptions)

✓ For paper testing, check each student's test book for their name written at the top of the front cover

✓ Return everything to the SAC, including:

- Testing tickets or test books and associated materials
- Used scratch paper (don't throw it away!)
- Accommodated materials

✓ Sign off on the school's **chain of custody form**

✓ Report any problems or irregularities to the SAC (e.g., student with a phone, wrong materials used, wrong amount of time provided, etc.)

Appendix A: CMAS and CoAlt Security Agreement



Security Agreement

Spring 2026 CMAS and CoAlt: Math, ELA, Science, and Social Studies

Maintaining the security of all test materials is crucial to obtaining valid results from the CMAS and CoAlt: Math, ELA (including CSLA), Science, and Social Studies assessments. The security of all test materials must be maintained before, during, and after test administration. Because you are involved in the administration of CMAS and/or CoAlt assessments, it is important for you to know that the prohibited activities on the following list threaten the integrity of the tests. Engaging in prohibited activities may result in an investigation, suppression of scores, and possible disciplinary action.

This form must be signed by all individuals involved in the administration of the CMAS and/or CoAlt: Math, ELA, Science, and Social Studies assessments to certify that security measures will be maintained and that prohibited activities, such as the examples identified below, have been acknowledged and understood.

District Assessment Coordinators (DACs)

- I have completed all CMAS and CoAlt training as provided by CDE and the assessment vendor.
- I will read the CMAS and CoAlt Procedures Manual and maintain all identified security measures and administration policies and procedures.
- I will establish and carry out a district security plan.
- I will provide training to all Sensitive Data personnel, DTCs, and SACs in my district in regard to test security, administration policies, and procedures.
- I will collect, inventory, and follow all secure chain of custody requirements documented in the CMAS and CoAlt Procedures Manual.
- I will report testing irregularities or security breaches, as specified in the CMAS and CoAlt Procedures Manual, to CDE.

Sensitive Data

- I have completed all CMAS and CoAlt training as provided by the DAC.
- I will read the CMAS and CoAlt Procedures Manual and maintain all identified security measures and administration policies and procedures, as they apply to my role.

District Technology Coordinators (DTCs)

- I have completed all CMAS and CoAlt training provided by CDE and the DAC.
- I will read the appropriate sections of the CMAS and CoAlt Procedures Manual and maintain all identified security measures and administration policies and procedures.

School Assessment Coordinators (SACs)

- I have completed all CMAS and CoAlt training as provided by the DAC.
- I will read the CMAS and CoAlt Procedures Manual and maintain all identified security measures and administration policies and procedures.
- I will establish and carry out a school security plan.
- I will train all Test Administrators in regard to test security, administration policies, and procedures.
- I will not remove secure test materials from the school's campus unless returning the materials to the DAC.
- I will collect, inventory, and follow all secure chain of custody requirements documented in the CMAS and CoAlt Procedures Manual and as determined by the district.
- I will report irregularities or security breaches, as specified in the CMAS and CoAlt Procedures Manual, to the DAC.

CMAS and CoAlt Test Administrators

- I have completed all CMAS or CoAlt Test Administrator training as provided by the SAC.
- I will maintain security measures and administration policies and procedures identified in the CMAS or CoAlt Test Administrator Manual.
- I will not download any part of the tests, unless required for use of an assistive device by a student with an approved accommodation. In this rare situation, the content must be securely removed from the device immediately after the student completes the assessment.
- I will not remove secure test materials from the school's campus.

- I will remove or cover prohibited visual aids in the testing environment and configure the room to prevent a student from viewing another student’s test materials or testing device screen.
- I will not leave test materials unattended or fail to keep test materials secure when in my possession.
- I will not explain or read passages, sources, or test items to students. (Exception: Reading is only allowed if administering an auditory/signed presentation script or CoAlt assessment.)
- I will not coach students (e.g., give students verbal or non-verbal cues) during testing, or alter or otherwise interfere with students’ responses in any way.
- I will not engage in activities that will result in lack of supervision of students at any time (e.g., use a cell phone or other prohibited electronic device [unless for purposes of communicating with the SAC, DTC, or technology support], check email, grade papers), including leaving students unattended at any time during the test session.
- I will not allow students to communicate with each other or cause disturbances at any time during the test session.
- I will not allow students to use cell phones or other prohibited materials and electronic devices (e.g., smartphones, smart watches, smart glasses, iPods, eReaders) at any time during the test session.
- I will not encourage students to finish any test unit early.
- I will not provide students with more time than is allotted for testing (except for students who have an extended time accommodation listed in their approved IEP, 504, or ML plan).
- I will collect, inventory, and follow all secure chain of custody requirements as determined by the school/district.
- I will not actively read, view, or comment on student responses (except when viewing student responses for accommodation purposes, such as scribing or transcription).
- Some CMAS accommodations and all CoAlt tests require Test Administrators to view and read test content, and/or transcribe student responses. If I am administering such an accommodation or a CoAlt test, I will not disclose any test content that I view while providing these accommodations.
- I will report irregularities or security breaches, as specified in the CMAS or CoAlt Test Administrator Manual, to the SAC.

All individuals involved in CMAS and/or CoAlt administration

- I will not actively read or view the assessment items or content before, during, or after testing except if necessary to administer an auditory/signed presentation script or CoAlt assessment.
- I will not copy or otherwise reproduce any part of secure test materials including test stimuli, test items, and student responses or save any part of the assessments.
- I will not discuss the content of the assessments with anyone, including students or school personnel, through verbal exchange, email, social media, or any other form of communication before, during, or after testing.
- I will not score—formally or informally—test items or student responses.
- I will not engage in any activity that will adversely affect the validity, reliability, or fairness of the tests.

I acknowledge the information above, pertaining to my role in the CMAS and/or CoAlt: Math, ELA, Science, and Social Studies administration, and agree to all statements associated with my role. I also acknowledge that a failure to abide by the terms of this agreement may result in serious consequences, as described above.

I acknowledge that I have read and will follow Section 2.0 Test Security and Administration Policies of the CMAS and CoAlt Procedures Manual, and/or the CMAS or CoAlt Test Administrator Manual as they apply to my role(s).

In the spaces below, indicate your role(s) in the administration, print your name, sign, and date the form.

Role (check all that apply):

- | | | |
|--|--|---|
| <input type="checkbox"/> District Assessment Coordinator | <input type="checkbox"/> School Assessment Coordinator | <input type="checkbox"/> Sensitive Data |
| <input type="checkbox"/> District Technology Coordinator | <input type="checkbox"/> CMAS Test Administrator | <input type="checkbox"/> CoAlt Test Administrator |
| <input type="checkbox"/> Other | | |

Printed Name

Signature

Date

District Name and Code

School Name and Code (if applicable)

DAC – Submit online Security Agreement through the link shared by CDE. **DTC, SAC, Sensitive Data** – Submit signed Security Agreement to your DAC. **Test Administrator** – Submit signed Security Agreement to your SAC.

Signed Security Agreements must be maintained physically or electronically by the district/school for three years.

CMAS TESTING

Do Not Disturb
(Only Authorized Personnel Allowed)

UNIT/TIMING GUIDE	MATH 3-8, SOCIAL STUDIES 4/7, and SCIENCE 5/8			ELA 3-8 and CSLA 3-4			SCIENCE 11		
TIMING TYPE	Standard	Extended (1.5x)	Extended (2x)	Standard	Extended (1.5x)	Extended (2x)	Standard	Extended (1.5x)	Extended (2x)
UNIT (MINUTES)	65 minutes	100 minutes	130 minutes	90 minutes	135 minutes	180 minutes	50 minutes	75 minutes	100 minutes
UNIT (HOUR(S) W/MINUTES)	1 hour 5 minutes	1 hour 40 minutes	2 hours 10 minutes	1 hour 30 minutes	2 hours 15 minutes	3 hours	50 minutes	1 hour 15 minutes	1 hour 40 minutes
START TIME	END TIME			END TIME			END TIME		
:00	:05	:40	:10	:30	:15	:00	:50	:15	:40
:01	:06	:41	:11	:31	:16	:01	:51	:16	:41
:02	:07	:42	:12	:32	:17	:02	:52	:17	:42
:03	:08	:43	:13	:33	:18	:03	:53	:18	:43
:04	:09	:44	:14	:34	:19	:04	:54	:19	:44
:05	:10	:45	:15	:35	:20	:05	:55	:20	:45
:06	:11	:46	:16	:36	:21	:06	:56	:21	:46
:07	:12	:47	:17	:37	:22	:07	:57	:22	:47
:08	:13	:48	:18	:38	:23	:08	:58	:23	:48
:09	:14	:49	:19	:39	:24	:09	:59	:24	:49
:10	:15	:50	:20	:40	:25	:10	:00	:25	:50
:11	:16	:51	:21	:41	:26	:11	:01	:26	:51
:12	:17	:52	:22	:42	:27	:12	:02	:27	:52
:13	:18	:53	:23	:43	:28	:13	:03	:28	:53
:14	:19	:54	:24	:44	:29	:14	:04	:29	:54
:15	:20	:55	:25	:45	:30	:15	:05	:30	:55
:16	:21	:56	:26	:46	:31	:16	:06	:31	:56
:17	:22	:57	:27	:47	:32	:17	:07	:32	:57
:18	:23	:58	:28	:48	:33	:18	:08	:33	:58
:19	:24	:59	:29	:49	:34	:19	:09	:34	:59
:20	:25	:00	:30	:50	:35	:20	:10	:35	:00
:21	:26	:01	:31	:51	:36	:21	:11	:36	:01
:22	:27	:02	:32	:52	:37	:22	:12	:37	:02
:23	:28	:03	:33	:53	:38	:23	:13	:38	:03
:24	:29	:04	:34	:54	:39	:24	:14	:39	:04
:25	:30	:05	:35	:55	:40	:25	:15	:40	:05
:26	:31	:06	:36	:56	:41	:26	:16	:41	:06
:27	:32	:07	:37	:57	:42	:27	:17	:42	:07
:28	:33	:08	:38	:58	:43	:28	:18	:43	:08
:29	:34	:09	:39	:59	:44	:29	:19	:44	:09
:30	:35	:10	:40	:00	:45	:30	:20	:45	:10
:31	:36	:11	:41	:01	:46	:31	:21	:46	:11
:32	:37	:12	:42	:02	:47	:32	:22	:47	:12
:33	:38	:13	:43	:03	:48	:33	:23	:48	:13
:34	:39	:14	:44	:04	:49	:34	:24	:49	:14
:35	:40	:15	:45	:05	:50	:35	:25	:50	:15
:36	:41	:16	:46	:06	:51	:36	:26	:51	:16
:37	:42	:17	:47	:07	:52	:37	:27	:52	:17
:38	:43	:18	:48	:08	:53	:38	:28	:53	:18
:39	:44	:19	:49	:09	:54	:39	:29	:54	:19
:40	:45	:20	:50	:10	:55	:40	:30	:55	:20
:41	:46	:21	:51	:11	:56	:41	:31	:56	:21
:42	:47	:22	:52	:12	:57	:42	:32	:57	:22
:43	:48	:23	:53	:13	:58	:43	:33	:58	:23
:44	:49	:24	:54	:14	:59	:44	:34	:59	:24
:45	:50	:25	:55	:15	:00	:45	:35	:00	:25
:46	:51	:26	:56	:16	:01	:46	:36	:01	:26
:47	:52	:27	:57	:17	:02	:47	:37	:02	:27
:48	:53	:28	:58	:18	:03	:48	:38	:03	:28
:49	:54	:29	:59	:19	:04	:49	:39	:04	:29
:50	:55	:30	:00	:20	:05	:50	:40	:05	:30
:51	:56	:31	:01	:21	:06	:51	:41	:06	:31
:52	:57	:32	:02	:22	:07	:52	:42	:07	:32
:53	:58	:33	:03	:23	:08	:53	:43	:08	:33
:54	:59	:34	:04	:24	:09	:54	:44	:09	:34
:55	:00	:35	:05	:25	:10	:55	:45	:10	:35
:56	:01	:36	:06	:26	:11	:56	:46	:11	:36
:57	:02	:37	:07	:27	:12	:57	:47	:12	:37
:58	:03	:38	:08	:28	:13	:58	:48	:13	:38
:59	:04	:39	:09	:29	:14	:59	:49	:14	:39

Appendix C: Customer Support

Contact Us

Topics	Contact Pearson Customer Service
<ul style="list-style-type: none">• TestNav and online testing• Test session management in PearsonAccess^{next}• Test form assignments	Monday through Friday, 7:00 a.m. to 6:00 p.m. MT <ul style="list-style-type: none">• Telephone: 1-888-687-4759• Live Chat: https://co.pearsonaccessnext.com > Sign In for Chat• Email: https://co.pearsonaccessnext.com > Contact Colorado Support

Resources Available Online

Reference Materials Available Online	Location
Important Dates	https://ed.cde.state.co.us/assessment/cmas-criticaldates
<i>Spring 2026 CMAS and CoAlt Procedures</i>	https://coassessments.com > Administration > Test Administration Resources
Student and Educator Resources	https://coassessments.com > Practice Resources
<i>PearsonAccess^{next} Online Support Page</i>	https://coassessments.com > Technology > User Guides

Additional assessment resources are posted on <https://ed.cde.state.co.us/assessment>.

Appendix D: TestNav Error Codes and Resolutions

The table below shows the most common error messages from the Early Warning System (EWS).

- You'll see how to fix each error next to the error code.
- For a full list of error codes, visit the TestNav Error Codes website at <https://support.assessment.pearson.com/x/DwACAQ>.

ERROR NUMBER	ERROR MESSAGE	ADDITIONAL INFORMATION AND INSTRUCTIONS
1001	Your test has been saved. Please notify your test administrator.	Connectivity issues likely caused this error. Follow the on-screen instructions.
1004	<p>Unable to save response file (during test).</p> <p>This message is displayed when all the below are true:</p> <ul style="list-style-type: none"> The student visited one or more items. The Saved Response File cannot be saved to any of the designated locations. TestNav is unable to successfully send responses to Pearson. The test is not exited or submitted. 	<p>Each operating system platform handles the EWS response file a bit differently. When displayed, the messages includes instructions for dealing with the error unique to the platform. You may need to contact your School or District Technology Coordinator.</p> <p>Desktop OS</p> <ul style="list-style-type: none"> Check to see if the student's machine is connected to the school network by verifying the Ethernet cable is plugged into the wall and computer. Click Retry to check whether the connection is restored. If the connection is restored, click Retry again. If you clicked Retry and the connection with the testing server is not restored, click Exit Test. When the student closes TestNav, the student remains in Active testing status. After the connection is restored, the student can log in. TestNav automatically searches for, and submits, the response file. <p>iPad or Chromebook</p> <ul style="list-style-type: none"> Select Retry to check whether the connection is restored. If the connection is restored, select Retry again. If you selected Retry and the connection with the testing server is not restored, select Exit Test. When the student closes TestNav, the student remains in Active testing status. After the connection is restored, the student can log in. TestNav will automatically search for and submit the response file.
1005	No saved response file found (Resume w/file).	The student's status is set to Resumed-Upload , but no file was found in the designated response file location. The Resumed-Upload status indicates that the student exited the test abnormally. If possible, reload the Saved Response File (SRF) saved when the student was last in the TestNav session to retrieve previously provided responses. You may need to contact your School or District Technology Coordinator.

If you continue testing without loading a response file by selecting **Skip Upload**, any responses from the student's previous login that were not already received by the Pearson testing server will be lost.

- If this error code is received before the student answered any questions, select **Skip Upload** as there are no previous responses.

Desktop/Laptop OS

- Select **Browse** to locate the response file, then select **Upload Response File** to submit the responses to the testing server.
- If the response file is located on a computer or a network drive that is unavailable, select **Exit Test**.
- After the SRF is located and saved to a location that can be accessed from the student's testing machine, the student can log in. Verify whether a wireless router was disconnected or accidentally shut off. TestNav will automatically search for, and submit, the response file.
- If the file is not found, EWS comes back to this 1005 error code.
- Click **Browse** to locate the response file, then click **Upload Response File** to submit the responses to the testing server. The student may need to be resumed before attempting to log in again.

iPad or Chromebook

- Check the device for a response file. If you cannot locate the file, select **Exit Test**.
- To locate the response file, check the device using instructions available at <https://support.assessment.pearson.com/x/DAACAQ>.

Once located, the student can log in using the same device.

1009

Unable to download test content.

The connection with the testing server was interrupted prior to the student finishing the test. The student's responses saved in the designated response file location, but not all test content downloaded from the testing server.

TestNav cannot download the entire test. Select **Retry** to check whether the connection is restored.

If the connection is not restored, select **Exit Test**. When the student closes TestNav, the student remains in **Active** testing status.

After the connection is restored, you can set the student's testing status to **Resume**, and they can log in. TestNav automatically searches for, and submits, the response file.

3005

TestNav detected another application attempted to become the active window, which may compromise the security of this test.

The student test session has been terminated. The Test Administrator must resume the student's test.

	TestNav shut down. You may need assistance from your test monitor to restart the test.	
3029	<p>Test window has exited full screen mode.</p> <p>Test aborted. Ask your proctor for assistance.</p>	The student's test session has been terminated. The test administrator must resume the student's test.
8026	Unable to connect to the proctor caching computer. Contact your administrator.	<p>Contact your School or District Technology Coordinator.</p> <p>TestNav usually displays this error due to network connectivity problems.</p> <p>Verify the network connection and try again.</p> <p>Network</p> <ul style="list-style-type: none"> • The testing machine is connected to the school's network. • Ethernet cables or wireless connections, routers, and switches are in place and functioning. <p>Proctor caching computer</p> <ul style="list-style-type: none"> • Proctor caching computer is on and running. • Both ports 4480 and 4481 are open in the firewall on the proctor caching computer. • The testing machine is on the same network subnet as the proctor caching computer. <p>TestNav configuration on administrative site</p> <ul style="list-style-type: none"> • The administrative site has the accurate IP address and port configurations for the proctor caching computer. <p>After you restore the connection, check the student's test status in the administrative application and reset, if needed. Then, you can resume the student's testing session and have the student log in.</p>
9026	This test must be resumed by the proctor.	The Test Administrator must resume the student's test in PearsonAccessnext.
9059	The username or password you entered is incorrect.	<p>The student entered an invalid username or associated password.</p> <p>Either the student has the wrong information or incorrectly typed the information. Verify the student enters the information correctly.</p>

Before Testing

- Get the testing room ready.
 - Receive test materials from the SAC and record movement using the chain-of-custody form.
 - Online:** Sign in to PearsonAccess^{next}.
 - Check each student's accommodation and accessibility feature assignments (e.g., text-to-speech).
 - Make sure the Assessment Coordinator prepared the test session.
 - Start the test session and unlock the correct unit. Keep units locked for absent students.
-

Online: Check Accessibility Features and Accommodations

Before starting a session, make sure each student has the right test form. The following icons on the **Students in Sessions** screen show that special forms are set up correctly:

ICON	FORM
TTS	Text-to-Speech
SPA	Spanish
AT	Assistive Technology

Notes: Students who use an auditory/signer script must be in an **Auditory/Signed Presentation Script** session. If a student's icon is missing, **do not** let the student sign in to their test. Contact your SAC for help.

During Testing

- Give students their materials and follow the directions in this manual.
 - Read aloud the **SAY Instructions** found in:
 - Online:** *4.4 Using the SAY Instructions*
 - Paper:** The accommodated paper test kit
 - Supervise testing and provide breaks for paper and as applicable for students who need stop-the-clock breaks
 - Manage the session in PearsonAccess^{next} and check each student's unit status.
 - Resume tests for students if needed.
 - Ensure students submit their completed test units.
-

After Testing

Transcribe student response into the *online* form for accommodations:

- Online:** Speech-to-text and other response accommodations
- Paper:** Standard print, large print, and braille (enter into the student's online **Paper Transcription** form)

Collect and return all materials to the SAC:

- Online:** Student testing tickets
- Paper:** All materials included in kits (test books, rulers, protractors, Test Administrator materials, etc.)
- Used scratch paper
- Printed math reference sheets (grades 5 through 8) and science periodic tables (grade 11)
- Additional accommodated materials (signer/translation scripts, visual description documents)

Report if needed:

- Testing irregularities
- Security breaches