

meap

Michigan Educational Assessment Program

**MEAP
Test Administrator
Manual**

Winter 2005



**Winter 2005
MEAP Test Administration
Important Dates**

Materials Due in Districts	January 10, 2005
Testing Dates	January 24 – February 11, 2005
Deadline for Return of all Test Materials	February 18, 2005
Tested Roster (tentative).....	March 11, 2005
Results due back in districts.....	April 2005

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Winter 2005 Michigan Educational Assessment Program (MEAP)

The purpose of this MEAP Test Administrator Manual is to provide information specific to the administration of the Winter 2005 MEAP assessments. Each test administrator should be provided a test administrator manual. A supply was shipped with test materials. Additional copies are available on the MEAP Web site at www.michigan.gov/meap or by requesting copies using the Additional Materials Request Form on page 9.

A separate MEAP Coordinator Handbook is available on the MEAP Web site at www.michigan.gov/meap. This manual is a comprehensive guide for district MEAP coordinators.

ITEMS OF SPECIAL INTEREST

Field Testing

In the past, the MEAP has used field testing in a limited number of schools to assist in trying out new test items for future assessments. Because the MEAP plans to release all items relating to the core Grade Level Content Expectations (GLCEs) each year, it is necessary to significantly increase the field testing of new test items. The standard MEAP tests, addressed in this manual, will consist of operational and field test items. The field test items will be scored, but will not be used for determining student scores or for reporting. Students will not be able to distinguish the field test items, since they will be mixed in with the operational items.

Accommodated Versions of the MEAP Tests

During winter 2005 MEAP testing, the English language arts, mathematics, science and social studies tests will each have 16 different test forms with field test items. All accommodated versions of these tests (Braille, large-print, and audio) will be reproduced from a form 1 test. Each student taking an accommodated version of a test must also have a printed form 1 test booklet to use while testing. Accommodated versions of the tests will be shipped with a form 1 test booklet.

It is now the policy of the U.S. Department of Education that if a student uses a nonstandard assessment accommodation, the student's score will NOT count as assessed when calculating the No Child Left Behind (NCLB) participation rates.

It is suggested that districts check to see how many IEPs indicate that a student is to use a nonstandard assessment accommodation and review its use. The consequence of not counting as being assessed was not one that IEP Teams had to consider previously when the decision was made. Previously, the student counted as assessed, but the score would count as not proficient when calculating AYP.

A school cannot make AYP if it does not have at a minimum a 95% participation rate for the entire school and each subgroup.

New Student Registration Forms

Schools are strongly encouraged to register new students through the MEAP secure Web site (www.michigan.gov/meap-secure) to produce a label to affix to each completed answer folder.

In the event labels or pre-ID answer folders are not possible, complete and accurate information on the New Student Registration Form (NSRF) is critical. Please carefully review directions for NSRF completion beginning on page 20.

Additional Sheets

Students are provided ample space within all answer folders for extended written responses. **No additional sheets may be used with any of the MEAP tests.**

English Language Arts Assessment

The integrated English language arts (ELA) assessment in grades 4 and 7 includes writing, reading, and listening. Districts have the option of administering the listening portion. Those districts that chose to administer the listening test ordered appropriate materials earlier in the school year. The ELA test has three different answer folders, which contains Part 1 (writing), Part 2 (reading), Part 3, the optional listening portion, and Part 4 which may contain either reading or writing.

Students must have an answer folder that corresponds to the form of the ELA test they are taking. There is a separate ELA answer folder for test booklet forms 1–8, forms 9–10, and forms 11–16.

Students taking the English language arts test **must take the test in the order presented in this manual**. The MEAP Office recommends that each part of this test be administered in a separate test session. The reading test includes Parts 2A and 2B and these should be administered closely together (e.g., same day with a break in between, morning/afternoon or two consecutive days).

New Assessment and Accountability Practices

On November 9, 2004, the State Board of Education approved the Office of Educational Assessment and Accountability (OEAA) Professional Assessment and Accountability Practices for Educators. This document establishes the “ground rules” for how each assessment is to be administered and is available at the OEAA Web site (www.michigan.gov/oeaa). More information is available on page 18 of this manual. In addition, it is recommended that the document be downloaded from the Web site and read in its entirety as it contains specific information for individuals based on assessment responsibilities.

Packaging and Return of Materials

Testing materials come shrink-wrapped in numbered sets. Answer folders with preprinted student bar codes are sorted according to school option, either alphabetically by course ID (class/group) or alphabetically by subject as determined during the pre-ID process. Additional blank answer folders and testing materials are included for new students.

Districts are encouraged to complete and return testing materials as early as possible during the testing window (January 24 – February 11, 2005). The contractor can then begin to scan and score student responses immediately. Please complete make-up testing during the testing window. **MEAP test booklets and student answer folders are secure documents and may no longer be copied or retained in schools. They must be kept in locked storage both before and after testing.**

All testing materials (including Braille, large-print, and audio versions) should be returned in **one shipment**. The deadline for returning all testing materials is February 18, 2005.

Contact Information

Michigan Educational Assessment Program (MEAP) coordinators and test administrators should read this manual in its entirety before testing begins. To promote the most effective flow of information, district MEAP coordinators are to be the primary contact for all district communications. If district MEAP coordinators have questions after reviewing this manual, they should contact one of the following:

- **MEAP Office**—for information about MEAP test administration procedures, content, scheduling, information about students with disabilities and appropriate assessments or accommodations, and information about the English Language Learner (ELL) program
Phone: 1-877-560-TEST (8378)
Fax: 517-335-1186
Web site: www.michigan.gov/meap
E-mail: MEAP@michigan.gov
- **MEAP Scoring Services**—for information about ordering, receiving, packaging, or returning testing materials
Phone: 877-683-6883
Fax: 919-425-7733
E-mail: michigan@measinc.com
- **Michigan Merit Award Program**—for information about eligibility requirements, awardee and nonawardee reports, and student Merit Award records
Phone: 888-4GRANTS (888-447-2687)
Fax: 517-241-4638
Web site: www.michigan.gov/meritaward

MEAP Test Administration

Valid and reliable MEAP testing requires that tests are first constructed in alignment with State curriculum and then scored according to sound measurement principles. Sound testing practices require that schools administer all tests in a consistent manner across the state so that all students have a fair and equitable opportunity for a score that accurately reflects their achievement in each subject.

The schools play a key role in administering the MEAP tests in a manner consistent with established procedures, monitoring the fair administration of the test and working with the MEAP Office to address deviations from established test administration procedures. District and school faculty members play a key role in the fair and equitable administration of successful MEAP testing. Please review the testing procedures in this manual, follow the established test administration procedures carefully, and notify the MEAP Office if a problem arises.

Test Administrators and Proctors

The MEAP tests were designed to be administered, when possible, by the students' own teachers for the subject area being tested. Depending on the number of students in each room, proctors may also be assigned to assist the test administrator. Test administrators and proctors are responsible for

- reading and becoming familiar with MEAP test administration procedures for the specific test cycle (i.e., fall, winter, or spring) prior to testing.
- reading directions *exactly as they appear* in this manual to students, and answering questions about test directions.
- verifying that no unauthorized materials or equipment is being used during testing.
- moving throughout the testing room and ensuring that students are working in the correct section of their test booklets and are marking their responses in the appropriate areas of their answer folders.
- reporting instances of deviations in test administration or irregular student behavior to the building MEAP coordinator for early and fair resolution of any concerns.
- reviewing student information on answer folders and the New Student Registration Form (if used) for accuracy.

It is very important to understand the difference between helping students understand test directions and helping them with their responses. With the exception of making sure students understand the directions and implementing any approved accommodations, test administrators and proctors *may not give help of any kind* to students during the tests. This includes defining or pronouncing words and reading any part of the test aloud to students, except where specifically indicated in the directions.

MEAP Test Schedule

The Winter 2005 MEAP Test window begins January 24 and ends on February 11, 2005. Materials will be shipped to school districts approximately two weeks before the first day of testing.

All MEAP tests in grades 4, 5, 7, and 8 are *untimed* and student-paced. Arrangements *must* be made to allow additional time during the same continuous session for students who require more time to complete these tests.

The following are **approximate** times needed for each test session.

Grade 4 Tests

English Language Arts

Part 1: Session 1.....	40 minutes
Part 1: Session 2.....	40 minutes
Part 2A	45 minutes
Part 2B	45 minutes
Part 3	25 minutes
Part 4	35 minutes

Mathematics

Part 1.....	30–35 minutes
Part 2.....	30–35 minutes
Part 3	30–35 minutes

Grade 5 Tests

Science

Part 1.....	50 minutes
Part 2	50 minutes

Social Studies

Part 1.....	55 minutes
Part 2	60 minutes

Grade 7 Tests

English Language Arts

Part 1: Session 1	40 minutes
Part 1: Session 2	40 minutes
Part 2A	45 minutes
Part 2B.....	45 minutes
Part 3.....	25 minutes
Part 4.....	35 minutes

Grade 8 Tests

Mathematics

Part 1.....	35–40 minutes
Part 2.....	35–40 minutes
Part 3.....	35–40 minutes

Science

Part 1.....	50 minutes
Part 2	50 minutes

Social Studies

Part 1	55 minutes
Part 2	60 minutes

Approximately 10 minutes should be scheduled prior to each test session for completion of the New Student Registration Forms for any students who do not have a preprinted label or answer folder. Once completed, the New Student Registration Form must be placed inside the corresponding answer folder.

All testing must be completed during the testing cycle and all materials must be returned by the appropriate deadlines. (*See inside front cover.*)

Test booklets (including Braille, large-print, and audio versions) are secure materials that must be carefully monitored. These materials must be kept in **locked** storage while in schools. All materials must be returned after testing. **MEAP test booklets and student answer folders are secure documents and may not be copied or retained in schools. They must be kept in locked storage both before and after testing. No person, other than students to be tested, shall be allowed to review or take the test.**

Students to Be Tested

All students in grades 4, 5, 7, and 8 must be given the opportunity to take all of the MEAP tests administered in their grades. The Individualized Education Plan (IEP) Team is to determine how students with disabilities are assessed in each of the core content areas. According to the federal law, the IEP specifies whether or not the student participates in each of the MEAP assessments or in an alternate assessment.

Students in grades 4, 5, 7, or 8 who are repeating a grade and who took the MEAP tests the previous year are to be tested again. Students in nongraded programs must be tested if they are in the 4th, 5th, 7th, or 8th year after kindergarten.

Test Administration Materials

Receipt of Materials

Winter 2005 MEAP testing materials will be delivered approximately two weeks before the testing cycle begins. Shipments will include the following:

- **MEAP Test Administrator Manuals**—One manual is supplied for each MEAP coordinator and each test administrator. This manual and the MEAP Coordinator Handbook is available online at www.michigan.gov/meap. The MEAP Coordinator Handbook is a comprehensive guide that covers the responsibilities of the district MEAP coordinator and also contains specific instructions regarding online registration.
- **Test Booklets**—There is a separate test booklet for each subject. One test booklet per student is supplied for each subject. Test booklets are secure materials that must be carefully monitored and kept in *locked* storage while in schools. **All test booklets (including Braille, large-print, and audio versions) must be returned to MEAP Scoring Services. No copies shall be made of any test booklet or portion thereof. No person, other than students to be tested, shall be allowed to review or take the test.**
- **Answer Folders**—There is a separate answer folder for mathematics, science, and social studies. The English language arts (ELA) test for grades 4 and 7 has three different answer folders. There is an ELA answer folder for test forms 1–8, another for test forms 9–10, and another for test forms 11–16. It is critically important that students use the answer folder that corresponds to the form of the test they are taking. For winter testing, answer folders will be preprinted. Schools may register new students online and produce a preprinted label or use the New Student Registration Form (see page 20). **Student answer folders may not be copied. Answers shall not be transcribed or recorded on any other document.**
- **New Student Registration Forms**—These forms should be used as directed by the district MEAP coordinator for those students without a preprinted label or answer folder.
- **Mathematics Overlay**—One is supplied for each student taking the mathematics test.

Immediately upon arrival of test materials, district or building MEAP coordinators should verify that sufficient quantities have been received. Any shortages of MEAP testing materials should be reported to the district MEAP coordinator as soon as possible. The district MEAP coordinator is responsible for submitting the Additional Materials Request Form, on the following page, to the MEAP contractor. Test administrators should not open sealed test booklet packages until the first day of testing for a subject.

MEAP Additional Materials Request Form – Winter 2005

District MEAP coordinators should indicate the quantity needed of each item, complete the information at the bottom, and fax this form to MEAP Scoring Services (toll-free) at **866-688-0419**.

<p>Miscellaneous</p> <p>_____ MEAP Manual</p> <p>_____ New Student Registration Form</p> <p>_____ Return of Materials Kit</p> <p>_____ School/Grade Header Sheet</p> <p>_____ Blank Pre-ID Labels</p> <p>Grade 4 Mathematics</p> <p>_____ Test Booklet</p> <p>_____ Form Number _____</p> <p>_____ Overlay</p> <p>_____ Ruler: Braille</p> <p>_____ Ruler: Large Print</p> <p>_____ Test Booklet: CD</p> <p>_____ Test Booklet: Audiotape</p> <p>_____ Test Booklet: Braille</p> <p>_____ Test Booklet: Large Print</p> <p>_____ Answer Folder</p> <p>Grade 4 English Language Arts</p> <p>_____ Test Booklet</p> <p>_____ Form Number _____</p> <p>_____ Test Booklet: Braille</p> <p>_____ Test Booklet: Large Print</p> <p>_____ Answer Folder</p> <p>_____ Form Number _____</p> <p>_____ Listening CD (optional)</p> <p>_____ Listening Audiotape (optional)</p> <p>_____ Listening Videotape (optional)</p>	<p>Grade 5 Science</p> <p>_____ Test Booklet</p> <p>_____ Form Number _____</p> <p>_____ Test Booklet: CD</p> <p>_____ Test Booklet: Audiotape</p> <p>_____ Test Booklet: Braille</p> <p>_____ Test Booklet: Large Print</p> <p>_____ Answer Folder</p> <p>Grade 5 Social Studies</p> <p>_____ Test Booklet</p> <p>_____ Form Number _____</p> <p>_____ Test Booklet: CD</p> <p>_____ Test Booklet: Audiotape</p> <p>_____ Test Booklet: Braille</p> <p>_____ Test Booklet: Large Print</p> <p>_____ Answer Folder</p> <p>Grade 7 English Language Arts</p> <p>_____ Test Booklet</p> <p>_____ Form Number _____</p> <p>_____ Test Booklet: Braille</p> <p>_____ Test Booklet: Large Print</p> <p>_____ Answer Folder</p> <p>_____ Form Number _____</p> <p>_____ Listening CD (optional)</p> <p>_____ Listening Audiotape (optional)</p> <p>_____ Listening Videotape (optional)</p>	<p>Grade 8 Mathematics</p> <p>_____ Test Booklet</p> <p>_____ Form Number _____</p> <p>_____ Overlay</p> <p>_____ Ruler: Braille</p> <p>_____ Ruler: Large Print</p> <p>_____ Protractor: Braille</p> <p>_____ Protractor: Large Print</p> <p>_____ Test Booklet: CD</p> <p>_____ Test Booklet: Audiotape</p> <p>_____ Test Booklet: Braille</p> <p>_____ Test Booklet: Large Print</p> <p>_____ Answer Folder</p> <p>Grade 8 Science</p> <p>_____ Test Booklet</p> <p>_____ Form Number _____</p> <p>_____ Test Booklet: CD</p> <p>_____ Test Booklet: Audiotape</p> <p>_____ Test Booklet: Braille</p> <p>_____ Test Booklet: Large Print</p> <p>_____ Answer Folder</p> <p>Grade 8 Social Studies</p> <p>_____ Test Booklet</p> <p>_____ Form Number _____</p> <p>_____ Test Booklet: CD</p> <p>_____ Test Booklet: Audiotape</p> <p>_____ Test Booklet: Braille</p> <p>_____ Test Booklet: Large Print</p> <p>_____ Answer Folder</p>
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PLEASE INDICATE WHICH FORM NUMBERS ARE NEEDED FOR ANY TEST BOOKLETS OR ENGLISH LANGUAGE ARTS ANSWER FOLDERS REQUESTED.

District Code _____

District Name _____

Building Code _____

Building Name _____

Phone _____

Requested By _____

Testing Accommodations

The Office of Educational Assessment and Accountability provides a list of standard and nonstandard MEAP testing accommodations for students with disabilities or for students with limited English proficiency.

In general, the determination for the use of standard or nonstandard testing accommodation must be documented in the student's school records. For students with disabilities, documentation usually consists of a Section 504 Plan or an Individualized Education Plan. The documentation must be specific for each content area administered.

In addition, expanded accommodations have been approved for students with limited English proficiency. The expanded accommodations were developed in consultation with districts, schools, and practitioners in the education of children with limited English skills. A district administrator, in consultation with the classroom teacher, usually makes the decision about appropriate accommodations for students with limited English proficiency. Districts with large LEP populations may have a coordinator or specialist at the administrative level assigned this responsibility. In districts with small populations the decision is often the responsibility of the classroom teacher and the district MEAP coordinator. The decision is not whether or not to test a child; it is which accommodation is most appropriate for the child.

During Winter 2005 MEAP testing, the English language arts, mathematics, science and social studies tests will have more than one form administered in order to maximize the number of embedded pilot items administered across the state. Please note that all of the accommodated versions of these tests (Braille, large-print, and audio) will be produced using Form 1 for each content area. Each student taking an accommodated version of a test must also have a print (Braille) copy of a Form 1 test booklet to use while testing. Accommodated versions of the tests will be shipped with a Form 1 test booklet for the content area being assessed.

NOTE: Standard assessment accommodations are ones that do not change the construct that the assessment is measuring and do provide a valid score. Nonstandard accommodations do change the construct that the assessment is measuring, rendering scores that are not valid and ineligible for the Michigan Merit Award. In addition, students who use nonstandard assessment accommodations will NOT count as being assessed for the calculation of the No Child Left Behind participation rates.

Policy on Standard and Nonstandard Accommodations

Resolution 2001–02 establishes standard assessment accommodations for purposes of the Michigan Merit Award. The complete resolution is available on the Michigan Merit Award Web site (www.michigan.gov/meritaward), by clicking on “About Michigan Merit Award,” select “Board Resolutions,” and click on “Resolution 2002-02.”

Standard Accommodations

The following test accommodations will be considered “standard accommodations” for Michigan Merit Award purposes:

Accommodations appropriate for LEP students (as well as students with a disability) are noted with a diamond (◆). Items marked with a bullet (•) are only available to students with disabilities.

Scheduling

- ◆ Provision of additional testing time
- ◆ Allowance of frequent or extended supervised breaks
- ◆ Administration of the test at a time most beneficial to the student, with appropriate supervision by a school district professional

Location

- Provision for test administration at home or in a care facility with appropriate supervision by a school district professional
- Provision for distraction-free space or alternate location (e.g., study carrel, front of classroom)
- Placement of student where he/she is most comfortable (e.g., front of room, back of room)
- ◆ Administration of test in an ESL or special education classroom
- Provision for individual test administration (supervised)
- Provision for special lighting
- Provision of adaptive or special furniture
- Provision for freedom to move, stand or pace during an individualized test administration
- Provision of special acoustics
- ◆ Provisions for test administration in a small group setting
- Provision of soft, calming music to minimize distractions

Assistance with Test Directions

- ◆ Reading all directions to the student in English or in the student’s native language, provided that the student is receiving native language instruction at least part of the time
- Rereading of directions for each subtask, as required
- Use of directions that have been highlighted
- Simplification of language in directions (paraphrase)
- Emphasis on verbs in directions
- ◆ Provision for student restatement of directions in his or her own words
- Use of sign language or oral interpreters for directions and sample items
- ◆ Clarification of directions by asking students to restate them

Assistance during Assessment

- ◆ Administration of test by ESL staff, special education teacher or similarly qualified person
- ◆ Reading of mathematics, social studies, science and writing assessment content and questions to the student in English or in the student's native language, provided that the student is receiving native language instruction, at least part of the time (Note: Reading Parts 2A, 2B or 3 of the ELA test to a student is a nonstandard accommodation, since these tests are measures of reading or listening to English. Students who use nonstandard assessment accommodations are NOT counted as being assessed for the calculation of No Child Left Behind participation rates, and are counted as not proficient when calculating Adequate Yearly Progress (AYP).)
- Signing of assessment content and questions to student except for the reading test (Note: Reading Part 2A or 2B of the ELA test to a student is a nonstandard accommodation.)
- Use of page-turner
- Recording of student responses (writing or audiotape)
- Placement of teacher/proctor near student

Equipment and Assistive Technology

- Use of talking calculator (mathematics test only)
- User of sign language to indicate student response, except for constructed-response items
- Use of text-talk converter except for the reading and listening tests (Note: Reading Part 2A, 2B or 3 of the ELA test to a student is a nonstandard accommodation.)
- Use of visual magnification devices
- Use of auditory amplification devices
- Use of masks, overlays or markers to maintain place
- Use of compact disc player with a CD version of tests except for the reading test (Note: Reading Part 2A or 2B of the ELA test to a student is a nonstandard accommodation.)
- Use of Braille writer for recording responses
- Use of communications device to indicate responses
- Use of calculator (mathematics assessments only)
- Use of rulers as provided by Michigan Educational Assessment Program
- Use of pencils adapted in size or grip
- Use of list of formulae as provided by Michigan Educational Assessment Program
- Use of noise buffers
- Use of computer or word processing equipment (spell check, thesaurus and grammar check must be disabled)
- ◆ Use of bilingual word-for-word translation dictionary for LEP students (no dictionaries that define or explain words or terms)
- Use of Braille ruler
- Use of acetate colored shield to reduce glare and increase contrast
- Use of voice-activated word processor (except for writing assessment)
- Use of devices or equipment to secure paper to desk

Test Format

- Use of lined or grid paper for recording answers
- Provision of Braille or large-print editions of the assessments
- Permission to mark answers in test booklet, to be transferred to answer folder by teacher or proctor
- Use of computer for task presentation
- Communication of test questions by CD except for the reading test (Note: Reading Part 2A or 2B of the ELA test to a student is a nonstandard accommodation.)
- Use of scribe for constructed-response items (student must indicate punctuation and spell all key words)
- Permission to accomplish subtests in different order

Nonstandard Accommodations

Accommodations not listed above are considered “nonstandard,” and MEAP test scores accomplished by use of nonstandard accommodations will not be considered eligible scores for Michigan Merit Award purposes. Examples of such nonstandard accommodations would include the following:

- Any accommodation not listed as a standard accommodation that violates the Michigan Merit Award Board’s MEAP Testing Practices
- Use of a calculator on any MEAP assessment other than mathematics assessments
- Use of electronic spell checker, thesaurus or grammar check
- Use of a dictionary, thesaurus or spelling book for mathematics, science, social studies or reading assessments
- The reading or translation of any portion of Part 2A, 2B, or 3 of the ELA test in English or a student’s native language
- Any test administration not directly supervised by a school district professional

Accommodations not included on the Standard Accommodations list, which in the opinion of school officials, parents, teachers, or other interested parties do not violate the OEAA Assessment and Accountability Practices for Educators policy and do not interfere with the intent of the assessments, may be approved by the Michigan Merit Award executive director, pending review by the Michigan Merit Award Board.

NOTE: During the 2003/2004 school year, a student using a nonstandard assessment accommodation counted as being assessed, but the score would count as not proficient when calculating Adequate Yearly Progress (AYP). Starting with the 2004/2005 school year, the U.S. Department of Education has indicated to states that if a student uses a nonstandard assessment accommodation, the student’s score will NOT count as assessed when calculating the No Child Left Behind (NCLB) participation rates.

A school cannot make AYP if it does not have a minimum participation rate of 95% for the entire school and each subgroup. Therefore, it is highly recommended that districts may want to check to see how many IEPs indicate that a student is to use a nonstandard assessment accommodation. In light of the new consequence of using nonstandard assessment accommodations, the IEP Team may need to review using them. Remember, this is an IEP Team decision and if there needs to be a change in what is stated in the IEP, the IEP Team will need to reconvene to make that determination.

- ◆ Accommodation may be used as appropriate for LEP students.

Audio Versions of the Tests

Only students whose physical, sensory, or perceptual disabilities prevent them from accessing printed materials may use audio versions (compact discs or audiotapes) of the mathematics, science, and social studies MEAP tests. There is no audio version of Part 1: Writing of the English language arts (ELA) test, as the directions and writing prompts are read aloud to all students. There is no audio version for the reading portion of the ELA tests.

If additional audio versions of the tests are needed, the district MEAP coordinator must use the Additional Materials Request Form on page 9 to order audio versions of the tests.

The following instructions are to be used when administering audio versions of the tests:

- The tests must be administered to each student individually, using equipment with a headset and counter, if available.
- Students using the audio versions must have a printed copy of a Form 1 test booklet (regular print, Braille, or large-print) while they are taking the test, unless the student has a total loss of vision. Make sure students indicate the form number on their answer folders as noted in the test directions.
NOTE: Make sure students indicate Form 1 on their answer folders as noted in the test directions.
- Students may be assisted in playing the audio version, if necessary, but may not be given any help with test items.
- Students who use the audio versions must use standard Winter 2005 answer folders, but may be given one of the following options:
 - a) gridding their own answer folders,
 - b) marking answers in their test booklets and having a school staff member transcribe the answers into the answer folders,
 - c) indicating their responses to a school staff member who will grid the answer folders.
 - d) Braille their responses and have a qualified school staff member transcribe the answers into the answer folders.
- The test administrator must read the test directions from this *MEAP Test Administrator Manual* to the student. Test directions are also included at the beginning of each audio version, but should be presented by the test administrator first so any questions the student has can be addressed.
- Students should set their audio equipment counters to “0” at the start of each test and should be encouraged to write the counter number in their test booklet whenever there is a question they wish to reconsider later in the testing session.
- The CD Audio Test contains item-by-item CD tracking. Any instructions or test item scenario information is included on the track for the subsequent item. For example, Track 1 contains all test information leading up to and including item 1. Track 2 contains item 2, Track 3 contains item 3, and so on.
- Answer folders for students who used the audio versions of the tests must be packaged and returned with the rest of the answer folders.
- Audio versions of the tests are secure materials that must be returned at the end of the testing window. No copies of these materials should be made, downloaded or retained.

Scribes, Tape Recorders, and Brailers

Dictating responses to a scribe or into a tape recorder is acceptable. Students using one of these accommodations are to include specific instructions about punctuation for the writing test. Also, the use of a Braille writer is acceptable.

If a student uses a tape recorder, scribe, or Brailer as an accommodation, a member of the school staff must transcribe his or her response into an answer folder. Spelling, punctuation, indentation, etc., must be transcribed *exactly* as it was in the student's original response. For students using the Braille version, it is important to grid the "Spec. Ed. – Braille" circle on their answer folder(s). Grid the "Other" circle on the student answer folder(s) to indicate the student used a tape recorder or scribe as an accommodation. Print the accommodation used on the line provided.

Word Processors

The use of word processors is only permitted for students with disabilities who need that accommodation as defined in the IEP, Section 504 Plan, or when needed due to the rapid onset of a medical disability. Because the English language arts test assesses use of the conventions of writing, including correct spelling and grammatical usage, students using word processors or word processing software as an accommodation must be monitored so that spelling, dictionary, thesaurus, and grammatical software are deactivated. Grid the "Other" circle on the student answer folder(s) to indicate the student used a word processor as an accommodation. Print the accommodation used on the line provided.

Word-processed answers do **not** need to be transcribed into an answer folder by school staff. Each word-processed page must be printed and identified with student and test identification information (student name and birth date; student MEAP Internal Tracking (MIT) number; school and district codes and names; testing window, grade, and subject), and inserted into an answer folder that has all required student identification information completed. Do not staple or otherwise attach word-processed pages to the answer folder.

*All answer folders containing word-processed inserts **must** be shipped in an envelope or box using the bright orange label that is marked "Special Handling/Word Processed." This label is provided to the district MEAP coordinators with their Return of Materials Kit. This envelope is to be placed on the top of the first of the school's answer folders.*

Rapid Onset of a Medical Disability

Prior to MEAP testing, a student may have rapid onset of a medical disability that warrants a MEAP test accommodation. For example,

- A few days prior to testing, a student has broken his or her arm. He or she may need an accommodation, either a word-processor or a scribe.
- A student has recently undergone surgery and is homebound or in the hospital. The student may need to take the test at home or in the hospital with appropriate supervision of a school district professional.

In the case of rapid onset of a medical disability, MEAP asks the school's principal or guidance counselor to document, for the student's file, the date and nature of the disability (e.g., broken arm) and a description of the accommodation provided. This is considered a standard accommodation and should be filled in appropriately on the student answer folder.

Test Administration Guidelines

The purpose of the MEAP tests is to accurately measure student achievement in English language arts, mathematics, science, and social studies. To accomplish this purpose, school personnel administering the tests play a crucial role. Test administrators can minimize problems that interfere with testing students by addressing the following guidelines:

- Maintain the security of all testing materials before and after testing, and between testing sessions;
- Administer the tests in a manner consistent with established testing procedures;
- Establish testing conditions that prevent opportunities for students to engage in irregular behaviors (intentional or unintentional);
- Review student information completed on answer folders and the New Student Registration Form (if used) for accuracy;
- Communicate with the district MEAP coordinator if questions arise.

Test Security

Test booklets (including Braille, large-print, and audio versions) are secure materials that must be carefully monitored **MEAP test booklets and student answer folders are secure documents and may no longer be copied or retained in schools. They must be kept in locked storage both before and after testing. No person, other than students to be tested, shall be allowed to review or take the test.**

Two MEAP Test Security Compliance Forms are included on pages 63 and 65 in this manual. Form B is to be signed by each building MEAP coordinator and is to be kept on file by the district MEAP coordinator. Form C is to be signed by each MEAP test administrator and proctor and is to be kept on file by the district MEAP coordinator.

Leaving the Room During Testing

Students may be allowed to go to the restroom during testing, but it is best not to make a general announcement to that effect. Only one student may leave the testing room at a time. Collect the test booklet and answer folder from the student upon leaving and redistribute them to the student upon returning. ***Test administrators must not leave a testing room unsupervised at any time.***

Monitoring Test Administration

District and/or building MEAP coordinators should monitor testing sessions when possible to verify that instructions are carried out properly. Consider the following:

- Are students being allowed to work at their own pace?
- Are student questions about the directions being answered before a testing session begins?
- Are test administrators only answering questions about test directions and not about specific items?

Test administrators and proctors are responsible for monitoring student activities during testing to make sure students are progressing through the tests and are not confused about directions. Consider the following:

- Are students marking their responses in the correct document (answer folder versus test booklet)?
- Are students marking their responses in the correct section of the answer folder?
- Are there a large number of erasures? Are students confused about the directions or having other problems?
- Are students doodling or marking randomly? Do they appear to be racing through the test? Students may underline, highlight or write notes in their test booklets only. Remind them of the importance of the test results.
- Are any students distracting others? If so, they should be moved to a separate testing room.
- Are students working in the correct section of the test booklet? Students are not permitted to return to previously-administered sections of a test after a testing session is complete. Students may *not* revisit test answers *for any reason* after test booklets and answer folders have been collected.

Administrative Errors in Testing and Unethical Practices

The “Unethical Practice” bubble on student answer folders is to be used to identify students who engage in an unethical practice. On November 9, 2004, the State Board of Education approved the Office of Educational Assessment and Accountability (OEAA) Professional Assessment and Accountability Practices for Educators. This document is available at the OEAA Web site (www.michigan.gov/oeaa). This document establishes the “ground rules” for how each assessment is to be administered. It is recommended that the document be downloaded from the Web site and read in its entirety as it contains specific information for individuals based on assessment responsibilities.

School personnel should review this section prior to administering the assessments. Students should also be informed of appropriate assessment practices. Students should also be made aware of unethical assessment practices and the potential consequences. Inappropriate and unethical student assessment practices include:

- Communicates or collaborates in any manner with another student. This includes written, electronic, verbal, or gestured forms of communication.
- Copies another student’s answers, or requests or accepts any help from another person.
- Uses any material or equipment that is not expressly permitted by the assessment administration manual.
- Answers an assessment question or any part of an assessment for another student, or provides assistance to another student before or while that student is taking a state assessment.
- Returns to previously administered sections of the assessment after an assessment session is complete.
- Uses prohibited calculator, communication, or information storage device (i.e., pager, cell phone, PDA, etc.).
- Engages in any other practice that has the intent of artificially affecting the student’s score or the score of another student.

All reasonable attempts should be made to redirect students with questionable activity. If the Assessment Administrator (or Assessment Proctor) observes a student who appears to be engaged in one or more of the unethical practices, the Assessment Coordinator should allow the suspected student(s) to finish the assessment and code the student's answer folder by filling in the "Unethical Practice" bubble. The Assessment Administrator is to immediately notify the building assessment coordinator of the suspected prohibited practice. An immediate preliminary investigation with appropriate documentation is to be conducted to determine if an unethical practice occurred. The District Assessment Coordinator can be a valuable resource in the preliminary investigation and should be notified about any unethical practice(s).

The principal is to then notify the student and his or her parent or guardian of the alleged prohibited practice and provide them with a chance to respond.

If the principal determines that the student has not engaged in a prohibited practice, as reported, and notifies the OEAA in writing within 20 school days of the last day of the assessment cycle, the assessment score(s) will not be invalidated, the OEAA will restore the affected score(s). If the principal does not notify the OEAA within the 20 school days, the score(s) will remain invalidated and the results will not be used for Merit Award purposes. Adequate Yearly Progress (AYP) requires the use of a valid assessment score. A student without a valid assessment score will be considered "not tested" for AYP purposes.

New Student Registration Forms, Student Labels, and Student Answer Folders

Every student taking a MEAP test will have a separate answer folder for mathematics, science, and social studies. There are three different answer folders for the English language arts (ELA) test. There is an ELA answer folder for test forms 1–8, another for test forms 9 and 10 and another for test forms 11–14. Answer folders will be delivered to schools in sufficient quantities based on student registration and the school's historical information allowing for an adequate coverage to accommodate any late registrants. Students who have no preprinted label or answer folder will need to provide registration information using the online registration process or the New Student Registration Form – Side 2. Contact your district MEAP coordinator if you need to do online registration.

New Student Registration Form – Side 2 – Alpha Grid

If online registration is not available, please read Side 1 of the New Student Registration Form and then continue on to Side 2 to complete a student's registration using the alpha grid.

Clearly print the student name, teacher name, grade level, school name, district name, and subject in the spaces provided at the top of the form. Fill in and darken the appropriate circles for the student's name (last, first, and middle initial), birth date, ethnicity, grade and gender.

A separate New Student Registration Form must be completed and inserted into the answer folder for **each** subject.

Ethnicity

The following classifications and definitions are based on the U.S. Office of Management and Budget's directive on Race and Ethnic Standards for Federal Statistics and Administrative Reporting. "These classifications should not be interpreted as being scientific or anthropological in nature, nor should they be viewed as determinants of eligibility for participation in any federal program." (OMB Directive No. 15.) The student should fill out the classifications since they reflect the individual's recognition of his or her community. Classifications will be used only for the purpose of reporting.

1. ***American Indian or Alaskan Native*** – a person having origins in any of the original peoples of North America, and who maintains cultural identification through tribal affiliations or community recognition
2. ***Asian or Pacific Islander*** – a person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands; this area includes, for example, China, India, Japan, Korea, the Philippine Islands, and Samoa
3. ***Black, not of Hispanic Origin*** – a person having origins in any of the black racial groups of Africa
4. ***Hispanic*** – a person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race
5. ***White, not of Hispanic Origin*** – a person having origins in any of the original peoples of Europe, North Africa, or the Middle East
6. ***Multiracial*** – a person of mixed racial and/or ethnic origins.

School Use Only – Building Code

It is very important to fill in and darken the circles for the **building code** accurately. If this information is inaccurate or blank, the student's results cannot be returned to the proper district/school. A test administrator can obtain the correct building code by contacting the district MEAP coordinator or by accessing the Center for Educational Performance and Information (CEPI) School Code Master Web site <http://cepi.state.mi.us/scm/> and following the steps listed.

The “*MEAP Use Only*” is to be used only as instructed under special notice by the MEAP Office.

In the “*School Use Only*” box at the bottom of the page, mark all that apply of the following classifications:

1. ***Economically Disadvantaged (ED)*** – a student from a low-income family defined as eligible by the income guidelines for free and reduced-price meals (This information is required for all districts that receive Title I funds; the U.S. Department of Agriculture has ruled that eligible children may be identified on state assessments to meet this requirement.)
2. ***Limited English Proficient (LEP)*** – The term “limited English proficient,” when used with respect to an individual, means an individual
 - (A) who is aged 3 through 21;
 - (B) who is enrolled or preparing to enroll in an elementary school or secondary school;
 - (C) (i) who was not born in the United States or whose native language is a language other than English;
 - (ii) (I) who is a Native American or Alaska Native, or a native resident of the outlying areas; and
 - (II) who comes from an environment where a language other than English has had a significant impact on the individual's level of English language proficiency; or
 - (iii) who is migratory, whose native language is a language other than English, and who comes from an environment where a language other than English is dominant; and
 - (D) whose difficulties in speaking, reading, writing, or understanding the English language may be sufficient to deny the individual
 - (i) the ability to meet the State's proficient level of achievement on State assessments described in section 1111(b)(3);
 - (ii) the ability to successfully achieve in classrooms where the language of instruction is English; or
 - (iii) the opportunity to participate fully in society.
3. ***Migratory Status (MS)*** – a student who has moved with a parent or guardian or on his or her own within the past 36 months from one school district to another for the purpose of securing temporary or seasonal work in agriculture or fishing.
4. ***Special Education (SE)*** – a student who is determined by an individualized education program team or a hearing officer to have 1 or more of the impairments that necessitates special education or related services, who is not more than 25 years of age as of September 1 of the school year of enrollment, who has not completed a normal course of study, and who has not graduated from high school. (Reference Michigan Administrative Rule 340.1702, Rule 2)

Student Answer Folders

It is very important that students are using the answer folder that corresponds to the test being administered.

There are several boxes on student answer folders with “*School Use Only*” coding. Schools must make the decision as to whether these circles are filled in.

Research I and II Fields – In addition to the usual school and district summaries, research reports provide districts an opportunity to receive results disaggregated by up to ten groups per report. In the past, school districts have used this option to answer such questions as:

- a. Is there a relationship between the number of years students have attended school in our district and their test scores?
- b. Is there a difference in attainment of achievement objectives among those students who had reading program A vs. reading program B vs. reading program C, etc.?
- c. Do students in nongraded classrooms score differently from students in “conventional” classrooms?

The following three important points should be considered before deciding to use research codes:

- a. Research questions must be developed at the district level, and each report response must be assigned a different number from one to ten. Each student may code one response per report on his or her answer folder (one response in the Report I column and one response in the Report II column).
- b. Coding information must be provided to building MEAP coordinators and test administrators if students are to code their own answer folders.
- c. Districts may elect to use one or both of the Research Report options at any or all of the grades tested.

Accommodations

This accommodations section of the “*School Use Only*” area on student answer folders is used to identify the accommodation as required by the No Child Left Behind Act of 2001.

The English language arts answer folders provide the opportunity to identify specific accommodations used for students on different parts of the ELA test. Answer folders for mathematics, science and social studies list the same accommodations, in addition to use of an audio version of the test for use with special education students. Mark all that apply.

Special Education (Sp. Ed.) Braille – a student who has used the Braille edition of the test.

Special Education (Sp. Ed.) Large Print – a student who has used the large print edition of the test.

Special Education (Sp. Ed.) Audio – a student who has used the audio version of the test. There is no audio version of the English language arts test.

Limited English Proficient (LEP) - Test Read in English – a student who is limited English proficient and has the entire test read to them in English. In order to be eligible for this accommodation, students must be receiving classroom instruction in their native language at least part of the time. (NOTE: Reading Part 2A, 2B, 3, or 4 of the ELA test to a student is a nonstandard accommodation, since these tests are measures of reading in, or listening to, English.)

Limited English Proficient (LEP) - Test Read in Native Language – a student who is limited English proficient and has the entire appropriate tests (mathematics, science, social studies or writing portion of the ELA test) read to them in their native language. In order to be eligible for this accommodation, students must be receiving classroom instruction in their native language at least part of the time. (NOTE: Reading Part 2A, 2B, 3, or 4 of the ELA test to a student is a nonstandard accommodation, since these tests are measures of reading in, or listening to, English.)

Limited English Proficient (LEP) - Directions Read in Native Language – a student who is limited English proficient and has the test directions read to them in their native language. In order to be eligible for this accommodation, students must be receiving classroom instruction in their native language at least part of the time.

Other – a student who is given any other standard accommodation (use of a tape recorder, scribe, or word processor) as listed in the Policy on Standard and Nonstandard Accommodation. This includes reading the test to special education and Section 504 students, as per their IEP. (See Testing Accommodations beginning on page 11).

Nonstandard – any student who receives a nonstandard accommodation on the test must have this circle filled in on their answer folder. (See Testing Accommodations beginning on page 11).

Report Codes have been included in the box marked “*School Use Only*.” Schools must make the decision as to whether these circles are completed, using the following guidelines. Mark all that apply.

Not Tested – Absent – a student enrolled in the school but who was absent during the testing window and was not able to participate in the MEAP testing.

Home Schooled – If a tested student is home schooled, fill in the “Home Schooled” circle. This will ensure that home-schooled students’ scores will not be included in the district or school reports. Home-schooled students are not required to take the MEAP tests, but may test during the district’s testing window. Home-schooled students should contact their local school district for testing information. Public school districts are required to administer the MEAP tests to home-schooled students who wish to test. Districts will receive separate reports for a home-schooled student, plus a parent report. The parent report should be forwarded to the parents of each home-schooled student.

Formerly Limited English Proficient (LEP) – a student is designated as formerly LEP when he or she is no longer designated LEP by a school or school district; or is no longer receiving support services to acquire English language proficiency. This designation must be used to track student achievement for two years after the LEP designation has been removed. (No Child Left Behind, Title III, Subpart 2, Section 3121.)

Unethical Practice – See definition for use of the “Unethical Practice” bubble on page 18 of this manual.

LEP Student’s Native Language – The next four circles (E, F, G, and H) are for use with students of limited English proficiency (LEP). If the student’s native language is Spanish, Arabic or Chaldean, please fill in the appropriate circle. If the student’s native language is not listed, please fill in the circle (H) and print the language in the space provided.

Homeless – A homeless student is one who lacks a fixed, regular, and adequate nighttime residence. This includes students who live in shelters, abandoned buildings, cars and public spaces, as well as students whose families share housing with other families because of economic hardship or live in motels, hotels, trailer parks, or campgrounds.

Less Than a Full Academic Year – This should be bubbled in for a student that has not been enrolled in the school building for the two most recent semi-annual official count days (fall 2004 and February 2004).*

Note: The designation of “full academic year” is used to determine scores that are included in a building’s student achievement data used for Adequate Yearly Progress (AYP) and Education YES! accountability systems.

Michigan’s definition of a full academic year is based on the two semi-annual student count days, as provided in the State School Aid Act. Count days are the fourth Wednesday in September and the second Wednesday in February.

*For students in their first year at a school building due to the grades served, such as a 5th grade student in a 5–8 middle school, students are considered as being there a full academic year if the student was enrolled in another school in the same school district for the previous year – in this case 4th grade.

Class/Group No. – The purpose of this field is to allow districts and schools to receive their reports organized by a class or group designation. It is the responsibility of the school or district to define class/group numbers that are most useful to the district or school. This is an optional field. See your MEAP coordinator for your class/group number.

Test Date – Students are given instructions to fill in the test date at the time of testing. If a test is administered over more than one day, the first date the subject area test was administered should be completed.

Form – Students are given instructions to fill in the form number from the front of their test booklet at the time of testing.

Test Administrator Directions: Grade 4 English Language Arts (ELA)

This *MEAP Test Administrator Manual* contains detailed test administration procedures. It also contains appropriate and inappropriate test preparation and administration guidelines, and other valuable tips and instructions. It is important that test administrators review this entire manual before administering the test.

It is particularly important to understand the difference between helping students understand test directions and helping them with their responses. With the exception of making sure students understand the directions and implementing any approved accommodations, test administrators and proctors **may not give help of any kind** to students during this test. This includes defining or pronouncing words and reading any part of the test aloud to students, except where specifically indicated in the directions. These activities are not acceptable and will result in test scores being invalidated.

Materials

Test Administrator

- Grade 4 ELA Test Booklet
- Grade 4 ELA Answer Folder*
- MEAP Test Administrator Manual
- Dictionaries, thesauri, grammar books, and spelling books**
- One VCR or CD player for Part 3: Listening selection only

Student

- Grade 4 ELA Test Booklet
- Grade 4 ELA Answer Folder*
- Number 2 Pencil
- Dictionary, thesaurus, grammar book, spelling book (*optional*)
- Pen with blue or black ink (*optional*)

Test booklets are secure materials that must be carefully monitored. These materials must be kept in **locked** storage while in schools.

* Please be sure that the Answer Folders correspond to the Test Booklet Form being administered.

Students may use dictionaries or other reference materials during **Part 1: Writing from Knowledge and Experience (Session 1 and 2), but **NOT** for any other parts of the test. Students may underline, highlight or write notes in their test booklets only.

Test Length

This test is untimed and student paced. Students must be given as much time as needed during the same continuous session to complete each session of this test. The following are approximate times needed for each test session:

Part 1: Writing from Knowledge and Experience	
Session 1: Prewriting and Rough Draft.....	40 minutes (approximately)
Session 2: Revising, Proofreading, Copying Final Response ..	40 minutes (approximately)
Part 2A: Reading for Understanding***	45 minutes (approximately)
Part 2B: Response to the Reading Selections	45 minutes (approximately)
Part 3: Listening for Understanding****	25 minutes (approximately)
Part 4:.....	35 minutes (approximately)

***Includes reading both selections and answering 25 reading multiple-choice questions.

****Local districts have been given the option of administering the listening portion.

The parts of the test must be administered in the order given in this manual. The MEAP Office recommends that each part of this test be administered in a separate test session. The reading test includes Parts 2A and 2B and these should be administered closely together (e.g., same day with a break in between, morning/afternoon, or two consecutive days).

Directions

Passages printed in boldface and preceded by the word **SAY** are instructions to students and are to be read aloud *exactly as they are written*. (The italicized instructions to the test administrator are not read aloud to the students.) Pause periodically to make sure students understand these directions and answer questions as necessary. When referring to a new document or a particular area on a document, hold the item up and point to the proper area to help students find their place.

Approximately 10 minutes should be scheduled prior to testing to complete the New Student Registration Form for any student who does not have a preprinted label or answer folder. See page 20 for instructions on completing this form. A separate form must be placed in the student's answer folder for each subject. Additional time is necessary to distribute materials and read directions.

Distribute an English Language Arts test booklet to every student. Make sure every student has a pencil or pen. Students do not need their answer folders until Part 1, Session 2.

Part 1: Writing from Knowledge and Experience**Session 1: Prewriting and Rough Draft**

SAY: Make sure you have the Winter 2005 student test booklet for the Grade 4 English Language Arts. Write your name on the cover of the test booklet in the upper right-hand corner using a number 2 pencil.

Now, listen carefully as I read the directions to you.

In this testing session, you will be working on prewriting and drafting a response to the theme that I will give you. You will be given more time to complete your response and copy it into your answer folder in Session 2.

During this test, I can help you understand the directions, but I cannot give you any help on test items. Except for the directions, I cannot define or pronounce words or read any part of the test to you.

Open the Grade 4 English Language Arts test booklet to page 3. Read the directions silently while I read them aloud.

This test is divided into four parts.

In Part 1, you will be presented with a theme and a number of ways to write about it. You must choose **ONLY ONE** way.

You may use a dictionary, thesaurus, grammar book, and/or spelling book for both sessions of Part 1. I have some here if you need them.

We will begin Part 1 together by reading the information on page 4. As I read page 4 aloud, please follow along in your test booklet.

Read aloud all of page 4 from a student test booklet.

Please raise your hand if you do not understand the directions for this part of the test.

In this session, you will be working only on your prewriting and drafting. You will revise, proofread and write your final copy into your answer folder at a later time in Session 2.

You may now begin.

After approximately 40 minutes, or when you think most students have had sufficient time to work on their drafts in one sitting,

SAY: It is time now to stop. Please put all testing materials down, and close your test booklets and answer folders. Remain quietly in your seats until all materials are collected.

We are going to stop Session 1 now. You will continue to work on your drafts and your final response in Session 2 at a later time.

Follow the instructions under “Ending a Testing Session” on page 57.

Part 1: Writing from Knowledge and Experience

Session 2 – Revising, Proofreading and Copying Final Response

Distribute to every student his or her own answer folder and test booklet. No additional sheets may be used for any part of this test.

SAY: We are now ready to begin. Please give me your attention.

Make sure you have your own test booklet and a number 2 pencil or pen.

Please look at your Winter 2005 Answer Folder for Grade 4 English Language Arts. In the upper left-hand corner is a barcode label. Raise your hand if your name does not appear on this label.

If a student has used a New Student Registration Form, there will not be a student name on the answer folder. This is fine. If the student does not have his or her own answer folder, please take corrective action. If the student’s name is misspelled, corrections can be made at a later date on the MEAP Web site. You may have to correct the problem by giving the student a blank answer folder and immediately notify the building MEAP coordinator who can help you resolve this problem after testing is completed. You may proceed with testing administration.

SAY: Look at the top of your answer folder. Print your name (no nicknames) on the first line. Print your teacher’s name _____ on the second line. Next to the word “School,” print _____ (the school name). Next to the word “District,” print _____ (the district name).

Instruct students to give the full name of the teacher, district and school (do not use abbreviations).

Give students time to complete this information.

SAY: Also on page 1, there is a box entitled “Test Date.” Please write in today’s date and fill in the corresponding circles using a number 2 pencil. The first column is for the month. The next two spaces are for today’s date. The year is already provided.

Inform students of the correct date and assist them in filling in the circles.

SAY: Now find the box to the right, entitled “Form.” Look at the front cover of your TEST BOOKLET. In the upper left-hand corner, next to the line where you wrote your name, you will see the word “form” and a number. In the “Form” box, please fill in the circle with the number of the form found on the front cover of your test booklet.

Assist students in finding the form number on the front of their test booklets and in filling in the correct circle.

SAY: In this session, you will work alone to revise your draft, which means to make any changes that you might want to make. Then, you will proofread your response to make sure it is the way you want it. Finally, you will copy your final response into your answer folder. You may use a dictionary, a thesaurus, a spelling book, and/or a grammar book during this time. I have some here if you want to use them.

Turn to page 9 in your test booklet. Follow along in your test booklet as I read page 9 aloud.

Read aloud all of page 9 from a student test booklet.

SAY: Reread your draft from Session 1. Then, think about the questions on the Checklist as you work on your own to revise and proofread your writing. When you are ready, copy your final response into your answer folder starting on page 1. Make your response as complete as you can. You do not need to fill every page. You must have your entire final response copied into your answer folder because only the writing in your answer folder will be scored. You may cross out any errors you make. Neatness does not count.

Please raise your hand if you do not understand the directions to this part of the test.

You may now begin.

After approximately 40 minutes, or when most or all of the students have completed copying their final responses into their answer folders,

SAY: It is time now to stop. Please put all testing materials down, and close your test booklets and answer folders. Remain quietly in your seats until all materials are collected.

Follow the instructions for “Ending a Testing Session” on page 57.

Part 2A: Reading for Understanding Within and Across Paired Texts

Redistribute the students’ test booklets and answer folders. Remind students to put away all other materials, including dictionaries and other reference materials that may **not** be used during this test. Be sure to administer Part 1 before administering this section of the ELA test.

SAY: Make sure you have your own test booklet, answer folder and a number 2 pencil.

Turn to page 5 of your answer folder, which is the beginning of Part 2A: Reading for Understanding.

Open your test booklet to page 11. Follow along in your test booklet as I read the directions to you.

Read aloud all of page 11 from a student test booklet.

SAY: You will have as much time as you need to read the reading selections and to answer the questions that follow. When you get to the end of page 25, stop and do not go on.

Please raise your hand if you do not understand the directions to this part of the test.

You may now begin.

After approximately 45 minutes or when most or all of the students have completed this portion,

SAY: It is time now to stop. Please put all testing materials down, and close your test booklets and answer folders. Remain quietly in your seats until all materials are collected.

Follow the instructions under “Ending a Testing Session” on page 57.

Part 2B: Response to the Paired Reading Selections

Redistribute test booklets and answer folders to students. Do not administer this section of the test until Parts 1 and 2A are completed.

SAY: Make sure you have your own test booklet, answer folder and a number 2 pencil or pen.

Turn to page 27 in your test booklet. Read along in your test booklet as I read the directions for this part of the test aloud.

Read page 27 from a student test booklet aloud to the students. This page contains the actual question to which students must respond.

SAY: A checklist to help you with your Response to the Reading Selections is included on page 31 of your test booklet. Follow along in your test booklet as I read the Checklist for the Response to the Reading Selections aloud.

Read all of page 31 aloud to the students.

SAY: Begin writing your FINAL RESPONSE on page 6 of your Grade 4 English Language Arts answer folder.

Please raise your hand if you do not understand the directions to this part of the test. You may now begin.

After approximately 45 minutes or when most or all of your students have completed this portion,

SAY: It is time now to stop. Please put all testing materials down, and close your test booklets and answer folders. Remain quietly in your seats until all materials are collected.

Follow the instructions under “Ending a Testing Session” on page 57.

Part 3: Listening for Understanding

Listening equipment (one VCR, CD player, or audiotape player per testing session or classroom) and the tapes or CDs should be tried out before the testing session begins.

Redistribute all test booklets and answer folders.

SAY: Make sure you have your own test booklet, answer folder and a number 2 pencil.

Turn to page 33 in your test booklet. Read the directions silently as I read them aloud.

Read the directions from page 33 of a student test booklet aloud to the students. This page contains information about the theme and the listening portion of the test.

SAY: Please raise your hand if you do not understand the directions for this part of the test.

Play the tape or CD to the students twice.

SAY: Turn to page 36 of your test booklet. You may now begin.

After approximately 25 minutes, or when all or most of the students have completed answering the listening questions,

SAY: It is time now to stop. Please put all testing materials down, and close your test booklets and answer folders. Remain quietly in your seats until all materials are collected.

Follow the instructions under “Ending a Testing Session” on page 57.

Part 4: English Language Arts, Grade 4

Redistribute Grade 4 ELA test booklets and answer folders to the students. Any student who used an accommodated version of the ELA test on Part 1 or Part 2, should be granted the same accommodation for Part 4.

SAY: Make sure you have your own test booklet, answer folder and a number 2 pencil or pen.

Turn to page 39 in your test booklet. Read along in your test booklet as I read the directions for this part of the test aloud.

Read aloud page 39 to the students.

SAY: Please raise your hand if you do not understand the directions to this part of the test. You may now begin.

After approximately 35–40 minutes or when most or all of your students have completed this portion,

SAY: It is time now to stop. Please put all testing materials down, and close your test booklets and answer folders. Remain quietly in your seats until all materials are collected.

Follow the instructions under “Ending a Testing Session” on page 57.

Test Administrator Directions: Grade 4 Mathematics

This *MEAP Test Administrator Manual* contains detailed test administration procedures. It also contains appropriate and inappropriate test preparation and administration guidelines, and other valuable tips and instructions. It is important that test administrators review this entire manual before administering the test.

It is particularly important to understand the difference between helping students understand test directions and helping them with their responses. With the exception of making sure students understand the directions and implementing any approved accommodations, test administrators and proctors **may not give help of any kind** to students during this test. This includes defining or pronouncing words and reading any part of the test aloud to students, except where specifically indicated in the directions. These activities are not acceptable and will result in test scores being invalidated.

Materials

Test Administrator

- Grade 4 Mathematics Test Booklet
- Grade 4 Mathematics Answer Folder
- MEAP Test Administrator Manual
- Calculators for Student Use (optional)
- Overlay Sheet

Student

- Grade 4 Mathematics Test Booklet
- Grade 4 Mathematics Answer Folder
- Number 2 Pencil
- Calculator (optional)
- Overlay Sheet

Test booklets are secure materials that must be carefully monitored and kept in **locked** storage while in schools. Students may **not** use dictionaries or other reference materials during this test. Students may not use scratch paper or other devices not listed above unless specified for student accommodation. Students may underline, highlight or write notes in their test booklets only.

Test Length

This test is untimed and student paced. Students must be given as much time as needed during the same continuous session to complete each section of this test. Following are the times needed for each test session:

Part 1	30–35 minutes (approximately)
Part 2	30–35 minutes (approximately)
Part 3	30–35 minutes (approximately)

Approximately 10 minutes should be scheduled prior to testing to complete the New Student Registration Form for any student who does not have a preprinted label or answer folder. See page 20 for instructions on completing this form. A separate form must be placed in the student's answer folder for each subject. Additional time is necessary to distribute materials and read directions.

Directions

Passages printed in boldface and preceded by the word **SAY** are instructions to students and are to be read aloud *exactly as they are written*. (The italicized instructions to the test administrator are not read aloud to the students.) Pause periodically to make sure students understand these directions and answer questions as necessary. When referring to a new document or a particular area on a document, hold the item up and point to the proper area to help students find their place.

Part 1: Grade 4 Mathematics

Distribute all test materials including overlays to students. Remind students to put away all other materials, including dictionaries and other reference materials that may **not** be used during this test. Students may use their own calculators, but may **not** share calculators with one another.

SAY: Make sure that you have the Winter 2005 student test booklet for Grade 4 Mathematics. Write your name on the cover of the test booklet in the upper right-hand corner.

Please look at your Winter 2005 Answer Folder for Grade 4 Mathematics. In the upper left-hand corner is a barcode label. Raise your hand if your name does not appear on this label.

If a student has used a New Student Registration Form, there will not be a student name on the answer folder. This is fine. If the student does not have his or her own answer folder, please take corrective action. If the student's name is misspelled, corrections can be made at a later date on the MEAP Web site. You may have to correct the problem by giving the student a blank answer folder and immediately notify the building MEAP coordinator who can help you resolve this problem after testing is completed. You may proceed with testing administration.

SAY: Look at the top of your answer folder. Print your name (no nicknames) on the first line. Print your teacher's name _____ on the second line. Next to the word "School," print _____ (the school name). Next to the word "District," print _____ (the district name).

Instruct students to give the full name of the teacher, district and school (do not use abbreviations).

Give students time to complete this information.

SAY: Also on page 1, there is a box entitled "Test Date." Please write in today's date and fill in the corresponding circles using a number 2 pencil. The first column is for the month. The next two spaces are for today's date. The year is already provided.

Inform students of the correct date (which is the first date the test is administered) and assist them with filling in the circles.

SAY: Now find the box to the right, entitled "Form." Look at the front cover of your TEST BOOKLET. In the left-hand corner, next to the line where you wrote your name, you will see the word "form" and a number. In the "Form" box, please fill in the circle with the number of the form found on the front cover of your test booklet.

Assist students in finding the form number on the front of their test booklets and in filling in the correct circle.

SAY: Turn to page 3 of the test booklet. Read the directions silently, as I read them aloud.

Read aloud all of pages 3 and 4 from a student test booklet to the students.

SAY: You should have received a mathematics overlay sheet. This overlay sheet has a ruler with both inch and centimeter scales. Be sure to use the correct scale if a question indicates a specific one. You may use the overlay on any part of this test.

You may now turn the page and begin.

After approximately 35 minutes or when most or all of the students have completed this portion,

SAY: It is time now to stop. Please put all testing materials down, and close your test booklets and answer folders. Remain quietly in your seats until all materials are collected.

If you are *not* going to administer another section of this test at this time, follow the instructions under “Ending a Testing Session” on page 57.

Part 2: Grade 4 Mathematics

If necessary, redistribute all test materials to students. Students may use their own calculators, but may **not** share calculators with one another.

SAY: Turn to page 15 of your test booklet. Read the directions silently as I read them aloud.

Read aloud all of page 15 from a student test booklet to the students.

SAY: You may use the overlay on any part of this test.

If you do not understand any of these directions, please raise your hand.

You may now turn the page and begin.

After approximately 35 minutes or when most or all of the students have completed this portion,

SAY: It is time now to stop. Please put all testing materials down, and close your test booklets and answer folders. Remain quietly in your seats until all materials are collected.

If you are *not* going to administer another section of this test at this time, follow the instructions under “Ending a Testing Session” on page 57.

Part 3: Grade 4 Mathematics

If necessary, redistribute all test materials to students. Students may use their own calculators, but may **not** share calculators with one another.

SAY: Turn to page 27 of your test booklet. Read the directions silently as I read them aloud.

Read aloud all of page 27 from a student test booklet to the students.

SAY: You may use the overlay on any part of this test.

If you do not understand any of these directions, please raise your hand.

You may now turn the page and begin.

After approximately 35 minutes or when most or all of the students have completed this portion,

SAY: It is time now to stop. Please put all testing materials down, and close your test booklets and answer folders. Remain quietly in your seats until all materials are collected.

Follow the instructions under “Ending a Testing Session” on page 57.

Test Administrator Directions: Grade 5 Science

This *MEAP Test Administrator Manual* contains detailed test administration procedures. It also contains appropriate and inappropriate test preparation and administration guidelines, and other valuable tips and instructions. It is important that test administrators review this entire manual before administering the test.

It is particularly important to understand the difference between helping students understand test directions and helping them with their responses. With the exception of making sure students understand the directions and implementing any approved accommodations, test administrators and proctors **may not give help of any kind** to students during this test. This includes defining or pronouncing words and reading any part of the test aloud to students, except where specifically indicated in the directions. These activities are not acceptable and will result in test scores being invalidated.

Materials

Test Administrator

- Grade 5 Science Test Booklet
- Grade 5 Science Answer Folder
- MEAP Test Administrator Manual

Student

- Grade 5 Science Test Booklet
- Grade 5 Science Answer Folder
- Number 2 Pencil

Test booklets are secure materials that must be carefully monitored. They must be kept in **locked** storage while in schools. Students may **not** use dictionaries or other reference materials during the test. Students may not use scratch paper while taking this test. Students may not use additional paper to write answers for test items. Students may underline, highlight or write notes in their test booklets only.

Test Length

This test is untimed and student paced. Students must be given as much time as needed during the same continuous session to complete each section of this test. The following are approximate times needed for each test session:

Part 1	50 minutes (approximately)
Part 2	50 minutes (approximately)

Approximately 10 minutes should be scheduled prior to testing to complete the New Student Registration Form for any student who does not have a preprinted label or answer folder. See page 20 for instructions on completing this form. A separate form must be placed in the student's answer folder for each subject. Additional time is necessary to distribute materials and read directions.

Directions

Passages printed in boldface and preceded by the word **SAY** are instructions to students and are to be read aloud **exactly as they are written**. (The italicized instructions to the test administrator are not read aloud to the students.) Pause periodically to make sure students understand these directions and answer questions as necessary. When referring to a new document or a particular area on a document, hold the item up and point to the proper area to help students find their place.

Part 1: Grade 5 Science

Distribute all test materials to each student. Remind students to put away all other materials, including dictionaries and other reference materials that may **not** be used during this test.

SAY: Make sure that you have the Winter 2005 student test booklet for Grade 5 Science. Write your name on the cover of the test booklet in the upper right-hand corner.

Please look at your Winter 2005 Answer Folder for Grade 5 Science. In the upper left-hand corner is a barcode label. Raise your hand if your name does not appear on this label.

If a student has used a New Student Registration Form, there will not be a student name on the answer folder. This is fine. If the student does not have his or her own answer folder, please take corrective action. If the student's name is misspelled, corrections can be made at a later date on the MEAP Web site. You may have to correct the problem by giving the student a blank answer folder and immediately notify the building MEAP coordinator who can help you resolve this problem after testing is completed. You may proceed with testing administration.

SAY: Look at the top of your answer folder. Print your name (no nicknames) on the first line. Print your teacher's name _____ on the second line. Next to the word "School," print _____ (the school name). Next to the word "District," print _____ (the district name).

Instruct students to give the full name of the teacher, district and school (do not use abbreviations).

Give students time to complete this information.

SAY: Also on page 1, there is a box entitled "Test Date." Please write in today's date and fill in the corresponding circles using a number 2 pencil. The first column is for the month. The next two spaces are for today's date. The year is already provided.

Inform students of the correct date (which is the first date the test is administered) and assist them with filling in the circles.

SAY: Now find the box to the right, entitled "Form." Look at the front cover of your TEST BOOKLET. In the left-hand corner, next to the line where you wrote your name, you will see the word "form" and a number. In the "Form" box, please fill in the circle with the number of the form found on the front cover of your test booklet.

Assist students in finding the form number on the front of their test booklets and in filling in the correct circle.

SAY: Now, listen carefully as I read the directions to you.

During this test, I can help you understand the directions, but I cannot give you any help on test items. Except for the directions, I cannot define or pronounce words or read any part of the test to you.

Turn to page 3 in your test booklet. Read the directions silently as I read them aloud.

Read aloud all of page 3 from a student test booklet to the students.

After approximately 50 minutes or when most or all of the students have completed this portion,

SAY: It is time now to stop. Please put all testing materials down, and close your test booklets and answer folders. Remain quietly in your seats until all materials are collected.

If you are not going to administer another section of the test at this time, follow the instructions under “Ending a Testing Session” on page 57.

Part 2: Grade 5 Science

If necessary, redistribute all test materials to each student.

SAY: You are now going to take Part 2 of the Grade 5 Science test. Make sure that I have given you your own student test booklet and answer folder.

Turn to page 17 in your test booklet. Read the directions silently as I read them aloud.

Read aloud all of page 17 from a student test booklet to the students.

After approximately 50 minutes or when most or all of the students have completed this portion,

SAY: It is time now to stop. Please put all testing materials down, and close your test booklets and answer folders. Remain quietly in your seats until all materials are collected.

Follow the instructions under “Ending a Testing Session” on page 57.

Test Administrator Directions: Grade 5 Social Studies

This *MEAP Test Administrator Manual* contains detailed test administration procedures. It also contains appropriate and inappropriate test preparation and administration guidelines, and other valuable tips and instructions. It is important that test administrators review this entire manual before administering the test.

It is particularly important to understand the difference between helping students understand test directions and helping them with their responses. With the exception of making sure students understand the directions and implementing any approved accommodations, test administrators and proctors **may not give help of any kind** to students during this test. This includes defining or pronouncing words and reading any part of the test aloud to students, except where specifically indicated in the directions. These activities are not acceptable and will result in test scores being invalidated.

Materials

Test Administrator

- Grade 5 Social Studies Test Booklet
- Grade 5 Social Studies Answer Folder
- MEAP Test Administrator Manual

Student

- Grade 5 Social Studies Test Booklet
- Grade 5 Social Studies Answer Folder
- Number 2 Pencil

Test booklets are secure materials that must be carefully monitored. They must be kept in **locked** storage while in schools. Students may **not** use dictionaries or other reference materials during this test. Students may underline, highlight or write notes in their test booklets only.

Test Length

This test is untimed and student paced. Students must be given as much time as needed during the same continuous session to complete each section of this test. The following are approximate times needed for each test session:

Part 1	55 minutes (approximately)
Part 2	60 minutes (approximately)

Approximately 10 minutes should be scheduled prior to testing to complete the New Student Registration Form for any student who does not have a preprinted label or answer folder. See page 20 for instructions on completing this form. A separate form must be placed in the student's answer folder for each subject. Additional time is necessary to distribute materials and read directions.

Directions

Passages printed in boldface and preceded by the word **SAY** are instructions to students and are to be read aloud **exactly as they are written**. (The italicized instructions to the test administrator are not read aloud to the students.) Pause periodically to make sure students understand these directions and answer questions as necessary. When referring to a new document or a particular area on a document, hold the item up and point to the proper area to help students find their place.

Part 1: Grade 5 Social Studies

Distribute test materials to each student. Remind students to put away all other materials, including dictionaries and other reference materials that may *not* be used during this test.

SAY: Make sure that you have the Winter 2005 student test booklet for Grade 5 Social Studies. Write your name on the cover of the test booklet in the upper right-hand corner using a number 2 pencil. You may not use a dictionary, thesaurus, grammar/spelling book or calculator during this test.

Please look at your Winter 2005 Answer Folder for Grade 5 Social Studies. In the upper left-hand corner is a barcode label. Raise your hand if your name does not appear on this label.

If a student has used a New Student Registration Form, there will not be a student name on the answer folder. This is fine. If the student does not have his or her own answer folder, please take corrective action. If the student's name is misspelled, corrections can be made at a later date on the MEAP Web site. You may have to correct the problem by giving the student a blank answer folder and immediately notify the building MEAP coordinator who can help you resolve this problem after testing is completed. You may proceed with testing administration.

SAY: Look at the top of your answer folder. Print your name (no nicknames) on the first line. Print your teacher's name _____ on the second line. Next to the word "School," print _____ (the school name). Next to the word "District," print _____ (the district name).

Instruct students to give the full name of the teacher, district and school (do not use abbreviations).

Give students time to complete this information.

SAY: Also on page 1, there is a box entitled "Test Date." Please write in today's date and fill in the corresponding circles using a number 2 pencil. The first column is for the month. The next two spaces are for today's date. The year is already provided.

Inform students of the correct date (which is the first date the test is administered) and assist them with filling in the circles.

SAY: Now find the box to the right, entitled "Form." Look at the front cover of your TEST BOOKLET. In the left-hand corner, next to the line where you wrote your name, you will see the word "form" and a number. In the "Form" box, please fill in the circle with the number of the form found on the front cover of your test booklet.

Assist students in finding the form number on the front of their test booklets and in filling in the correct circle.

SAY: During this test, I can help you understand the directions, but I cannot give you any help on test items. Except for the directions, I cannot define or pronounce words or read any part of the test to you.

Turn to page 3 in your test booklet. Read the directions silently as I read them aloud.

Read aloud all of page 3 from a student test booklet to the students.

SAY: All answers must be recorded in your answer folder. Nothing written in your test booklet will be scored.

Please raise your hand if you have any questions.

You may turn the page and begin.

After approximately 55 minutes or when most or all of the students have completed this portion,

SAY: It is time now to stop. Please put all testing materials down, and close your test booklets and answer folders. Remain quietly in your seats until all materials are collected.

If you are *not* going to administer another part of the test at this time, follow the instructions under “Ending a Testing Session” on page 57.

Part 2: Grade 5 Social Studies

If any students were absent during the first testing session, allow them to take Part 2 first. They may make up Part 1 after completing Part 2. Students for whom there is no preprinted label or answer folder must complete the student identification information on their answer folders and write their names on the cover of their test booklets.

If necessary, redistribute test materials to students. There is sufficient space in the answer folder for students to provide a complete and correct response. No additional sheets may be used.

SAY: Today you are now going to take Part 2 of the MEAP Social Studies test. Make sure that I have given you your own test booklet and answer folder.

Turn to page 19 in your test booklet. Read the directions silently as I read them aloud.

Read aloud all of page 19 from a student test booklet There is sufficient space in the answer folder for students to provide a complete and correct response. No additional sheets may be used.

After approximately 60 minutes or when most or all of the students have completed this portion,

SAY: It is time now to stop. Please put all testing materials down, and close your test booklets and answer folders. Remain quietly in your seats until all materials are collected.

Follow the instructions under “Ending a Testing Session” on page 57.

Test Administrator Directions: Grade 7 English Language Arts (ELA)

This *MEAP Test Administrator Manual* contains detailed test administration procedures. It also contains appropriate and inappropriate test preparation and administration guidelines, and other valuable tips and instructions. It is important that test administrators review this entire manual before administering the test.

It is particularly important to understand the difference between helping students understand test directions and helping them with their responses. With the exception of making sure students understand the directions and implementing any approved accommodations, test administrators and proctors **may not give help of any kind** to students during this test. This includes defining or pronouncing words and reading any part of the test aloud to students, except where specifically indicated in the directions. These activities are not acceptable and will result in test scores being invalidated.

Materials

Test Administrator	Student
<ul style="list-style-type: none"> • Grade 7 ELA Test Booklet • Grade 7 ELA Answer Folder* • MEAP Test Administrator Manual • Dictionaries, thesauri, grammar books, and spelling books** • One VCR or CD player for Part 3: Listening selection only 	<ul style="list-style-type: none"> • Grade 7 ELA Test Booklet • Grade 7 ELA Answer Folder* • Number 2 Pencil • Dictionary, thesaurus, grammar book, spelling book (<i>optional</i>) • Pen with blue or black ink (<i>optional</i>)

Test booklets are secure materials that must be carefully monitored. They must be kept in **locked** storage while in schools.

* Please be sure that the Answer Folders correspond to the Test Booklet Form being administered.

Students may use dictionaries or other reference materials during **Part 1: Writing from Knowledge and Experience (Session 1 and 2), but **NOT** for any other parts of the test. Students may underline, highlight or write notes in their test booklets only.

Test Length

This test is untimed and student paced. Students must be given as much time as needed during the same continuous session to complete each session of this test. The following are approximate times needed for each test session:

Part 1: Writing from Knowledge and Experience	
Session 1: Prewriting and Rough Draft	40 minutes (approximately)
Session 2: Revising, Proofreading, Copying Final Response ..	40 minutes (approximately)
Part 2A: Reading for Understanding***	45 minutes (approximately)
Part 2B: Response to the Reading Selection.....	45 minutes (approximately)
Part 3: Listening for Understanding****	25 minutes (approximately)
Part 4	35 minutes (approximately)

***Includes reading both selections and answering 25 reading multiple-choice questions.

****Local districts have been given the option of administering the listening portion.

The parts of the test must be administered in the order given in this manual. The MEAP Office recommends that each part of this test be administered in a separate test session. The reading test includes Parts 2A and 2B and these should be administered closely together (e.g., same day with a break in between, morning/afternoon, two consecutive days).

Directions

Passages printed in boldface and preceded by the word **SAY** are instructions to students and are to be read aloud *exactly as they are written*. (The italicized instructions to the test administrator are not read aloud to the students.) Pause periodically to make sure students understand these directions and answer questions as necessary. When referring to a new document or a particular area on a document, hold the item up and point to the proper area to help students find their place.

Approximately 10 minutes should be scheduled prior to testing to complete the New Student Registration Form for any student who does not have a preprinted label or answer folder. See page 20 for instructions on completing this form. A separate form must be placed in the student's answer folder for each subject. Additional time is necessary to distribute materials and read directions.

Distribute a Grade 7 English Language Arts test booklet to every student. Make sure every student has a number 2 pencil or pen. Students do not need their answer folders until Part 1, Session 2.

Part 1: Writing from Knowledge and Experience**Session 1: Prewriting and Rough Draft**

SAY: Make sure you have the Winter 2005 student test booklet for the Grade 7 English Language Arts. Write your name on the cover of the test booklet in the upper right-hand corner using a number 2 pencil.

Now, listen carefully as I read the directions to you.

In this testing session, you will be working on prewriting and drafting a response to the theme that I will give you. You will be given more time to complete your response and copy it into your answer folder in Session 2.

During this test, I can help you understand the directions, but I cannot give you any help on test items. Except for the directions, I cannot define or pronounce words or read any part of the test to you.

Open the Grade 7 English Language Arts test booklet to page 3. Read the directions silently while I read them aloud.

This test is divided into four parts.

In Part 1, you will be presented with a theme and a number of ways to write about it. You must choose **ONLY ONE** way.

You may use a dictionary, thesaurus, grammar book, and/or spelling book for both sessions of Part 1. I have some here if you need them.

We will begin Part 1 together by reading the information on page 4. As I read page 4 aloud, please follow along in your test booklet.

Read aloud all of page 4 from a student test booklet.

SAY: Please raise your hand if you do not understand the directions for this part of the test.

In this session, you will be working only on your prewriting and drafting. You will revise, proofread and write your final copy into your answer folder at a later time in Session 2.

The rubric that will be used to score your response is printed on page 10 of your test booklet, if you would like to look at it.

You may now begin.

After approximately 40 minutes, or when you think most students have had sufficient time to work on their drafts in one sitting,

SAY: We are going to stop Session 1 now. You will continue to work on your drafts and your final response in Session 2 at a later time. Please put all testing materials down, and close your test booklets and answer folders. Remain quietly in your seats until all materials are collected.

Follow the instructions under “Ending a Testing Session” on page 57.

Part 1: Writing from Knowledge and Experience

Session 2 – Revising, Proofreading and Copying Final Response

Distribute to every student his or her own test booklet and answer folder.

SAY: Please look at your Winter 2005 Answer Folder for Grade 7 English Language Arts. In the upper left-hand corner is a barcode label. Raise your hand if your name does not appear on this label.

If a student has used a New Student Registration Form, there will not be a student name on the answer folder. This is fine. If the student does not have his or her own answer folder, please take corrective action. If the student’s name is misspelled, corrections can be made at a later date on the MEAP Web site. You may have to correct the problem by giving the student a blank answer folder and immediately notify the building MEAP coordinator who can help you resolve this problem after testing is completed. You may proceed with testing administration.

SAY: Look at the top of your answer folder. Print your name (no nicknames) on the first line. Print your teacher’s name _____ on the second line. Next to the word “School,” print _____ (the school name). Next to the word “District,” print _____ (the district name).

Instruct students to give the full name of the teacher, district and school (do not use abbreviations).

Give students time to complete this information.

SAY: Also on page 1, there is a box entitled “Test Date.” Please write in today’s date and fill in the corresponding circles using a number 2 pencil. The first column is for the month. The next two spaces are for today’s date. The year is already provided.

Remind students of the correct date and give them time to fill in the circles.

SAY: Now find the box to the right, entitled “Form.” Look at the front cover of your TEST BOOKLET. In the upper left-hand corner, next to the line where you wrote your name, you will see the word “form” and a number. In the “Form” box, please fill in the circle with the number of the form found on the front cover of your test booklet.

Assist students in finding the form number on the front of their test booklets and in filling in the correct circle.

SAY: We are now ready to begin. Please give me your attention.

Make sure you have your own test booklet, answer folder, and a pencil or pen.

In this session, you will work alone to revise your draft, which means to make any changes that you might want to make. Then, you will proofread your response to make sure it is the way you want it. Finally, you will copy your final response into your answer folder.

You may use a dictionary, a thesaurus, a spelling book, and/or a grammar book during this time. I have some here if you want to use them.

Turn to page 9 in your test booklet. Follow along in your test booklet as I read page 9 aloud.

Read aloud all of page 9 from at student test booklet.

SAY: Reread your draft from Session 1. Then, think about the questions on the Checklist as you work on your own to revise and proofread your writing. When you are ready, copy your final response into your answer folder starting on page 1. Make your response as complete as you can. You do not need to fill every page. You must have your entire final response copied into your answer folder because only the writing in your answer folder will be scored. You may cross out any errors you make. Neatness does not count.

Please raise your hand if you do not understand the directions to this part of the test.

You may now begin.

After approximately 40 minutes, or when most or all of the students have completed copying their final responses into their answer folders,

SAY: It is time now to stop. Please put all testing materials down, and close your test booklets and answer folders. Remain quietly in your seats until all materials are collected.

Follow the instructions for “Ending a Testing Session” on page 57.

Part 2A: Reading for Understanding Within and Across Paired Texts

Redistribute the students’ test booklets and answer folders. Remind students to put away all other materials, including dictionaries and other reference materials that may **not** be used during this test. Be sure to administer Part 1 before administering this section of the ELA test.

SAY: Make sure you have your own test booklet, answer folder and a number 2 pencil.

Open your test booklet to page 11. Follow along in your test booklet as I read the directions to you.

Read aloud all of page 11 from a student test booklet.

SAY: Turn to page 5 of your answer folder which is the beginning of Part 2A: Reading for Understanding. You will have as much time as you need to read the reading selections in your test booklet and to answer the questions that follow. When you get to the end of page 25, stop and do not go on.

Please raise your hand if you do not understand the directions to this part of the test.

You may now begin.

After approximately 45 minutes or when most or all of the students have completed this portion,

SAY: It is time now to stop. Please put all testing materials down, and close your test booklets and answer folders. Remain quietly in your seats until all materials are collected.

Follow the instructions under “Ending a Testing Session” on page 57.

Part 2B: Response to the Paired Reading Selections

Redistribute test booklets and answer folders to students. Do not administer this section of the test until Parts 1 and 2A are completed.

SAY: Make sure you have your own test booklet, answer folder and a number 2 pencil or pen.

Turn to page 27 in your test booklet. Read along in your test booklet as I read the directions for this part of the test aloud.

Read page 27 from a student test booklet aloud to the students. This page contains the actual question to which students must respond.

SAY: A checklist to help you with your Response to the Reading Selections is included on page 31 of your test booklet. Follow along in your test booklet as I read the Checklist for the Response to the Reading Selections aloud.

Read aloud all of page 31 to the students.

SAY: The rubric that will be used to score your response is printed on page 32 of your test booklet, if you would like to look at it.

Please raise your hand if you do not understand the directions to this part of the test.

You may now turn the page and begin.

After approximately 45 minutes or when most or all of your students have completed this portion,

SAY: It is time now to stop. Please put all testing materials down, and close your test booklets and answer folders. Remain quietly in your seats until all materials are collected.

Follow the instructions under “Ending a Testing Session” on page 57.

Part 3 – Listening for Understanding

Listening equipment (one VCR, CD player, or audiotape player per testing session or classroom) and the tapes or CDs should be tried out before the testing session begins.

Redistribute all test booklets and answer folders.

SAY: Make sure you have your own test booklet, answer folder and a pencil.

Turn to page 33 in your test booklet. Read the directions silently as I read them aloud.

Read the directions from page 33 of a student test booklet aloud to the students. This page contains information about the theme and the listening portion of the test.

SAY: Please raise your hand if you do not understand the directions for this part of the test.

Play the tape or CD to the students twice.

SAY: Turn to page 36 of your test booklet. You may now begin.

After approximately 25 minutes, or when all or most of the students have completed answering the listening questions,

SAY: It is time now to stop. Please put all testing materials down, and close your test booklets and answer folders. Remain quietly in your seats until all materials are collected.

Follow the instructions under “Ending a Testing Session” on page 57.

Part 4: English Language Arts, Grade 7

Redistribute Grade 7 ELA test booklets and answer folders to students. Any student who used an accommodated version of the ELA test on Part 1 or Part 2, should be granted the same accommodation for Part 4.

SAY: Make sure you have your own test booklet, answer folder and a number 2 pencil or pen.

Turn to page 39 in your test booklet. Read along in your test booklet as I read the directions for this part of the test aloud.

Read aloud page 39 to the students.

SAY: Please raise your hand if you do not understand the directions to this part of the test. You may now begin.

After approximately 35–40 minutes or when most or all of your students have completed this portion,

SAY: It is time now to stop. Please put all testing materials down, and close your test booklets and answer folders. Remain quietly in your seats until all materials are collected.

Follow the instructions under “Ending a Testing Session” on page 57.

Test Administrator Directions: Grade 8 Mathematics

This *MEAP Test Administrator Manual* contains detailed test administration procedures. It also contains appropriate and inappropriate test preparation and administration guidelines, and other valuable tips and instructions. It is important that test administrators review this entire manual before administering the test.

It is particularly important to understand the difference between helping students understand test directions and helping them with their responses. With the exception of making sure students understand the directions and implementing any approved accommodations, test administrators and proctors **may not give help of any kind** to students during this test. This includes defining or pronouncing words and reading any part of the test aloud to students, except where specifically indicated in the directions. These activities are not acceptable and will result in test scores being invalidated.

Materials

Test Administrator

- Grade 8 Mathematics Test Booklet
- Grade 8 Mathematics Answer Folder
- MEAP Test Administrator Manual
- Calculators for Student Use (optional)
- Overlay Sheet
- Reference Sheet

Student

- Grade 8 Mathematics Test Booklet
- Grade 8 Mathematics Answer Folder
- Number 2 Pencil
- Calculator (optional)
- Overlay Sheet
- Reference Sheet

Test booklets are secure materials that must be carefully monitored and kept in **locked** storage while in schools. Students may **not** use dictionaries or other reference materials during this test. Students may not use scratch paper, pens, markers, or any devices not listed above unless specified for student accommodations. Students may underline, highlight or write notes in their test booklets only.

Test Length

This test is untimed and student paced. Students must be given as much time as needed during the same continuous session to complete each section of this test. Following are the times needed for each test session:

Part 1	40 minutes (approximately)
Part 2	40 minutes (approximately)
Part 3	40 minutes (approximately)

Approximately 10 minutes should be scheduled prior to testing to complete the New Student Registration Form for any student who does not have a preprinted label or answer folder. See page 20 for instructions on completing this form. A separate form must be placed in the student's answer folder for each subject. Additional time is necessary to distribute materials and read directions.

Directions

Passages printed in boldface and preceded by the word **SAY** are instructions to students and are to be read aloud *exactly as they are written*. (The italicized instructions to the test administrator are not read aloud to the students.) Pause periodically to make sure students understand these directions and answer questions as necessary. When referring to a new document or a particular area on a document, hold the item up and point to the proper area to help students find their place.

Part 1: Grade 8 Mathematics

Distribute all test materials including overlays to students. Remind students to put away all other materials, including dictionaries and other reference materials that may **not** be used during this test. Reference sheets are printed in the test booklet on pages 3–4, and can be removed by the student for use during testing. Students may use their own calculators, but may **not** share calculators with one another.

SAY: Make sure that you have the Winter 2005 student test booklet for Grade 8 Mathematics. Write your name on the cover of the test booklet in the upper right-hand corner using a number 2 pencil.

Please look at your Winter 2005 Answer Folder for Grade 8 Mathematics. In the upper left-hand corner is a barcode label. Raise your hand if your name does not appear on this label.

If a student has used a New Student Registration Form, there will not be a student name on the answer folder. This is fine. If the student does not have his or her own answer folder, please take corrective action. If the student's name is misspelled, corrections can be made at a later date on the MEAP Web site. You may have to correct the problem by giving the student a blank answer folder and immediately notify the building MEAP coordinator who can help you resolve this problem after testing is completed. You may proceed with testing administration.

SAY: Look at the top of your answer folder. Print your name (no nicknames) on the first line. Print your teacher's name _____ on the second line. Next to the word "School," print _____ (the school name). Next to the word "District," print _____ (the district name).

Instruct students to give the full name of the teacher, district and school (do not use abbreviations).

Give students time to complete this information.

SAY: Also on page 1, there is a box entitled "Test Date." Please write in today's date and fill in the corresponding circles using a number 2 pencil. The first column is for the month. The next two spaces are for today's date. The year is already provided.

Remind students of the correct date (which is the first date the test is administered) and give them time to fill in the circles.

SAY: Now find the box to the right, entitled "Form." Look at the front cover of your TEST BOOKLET. In the left-hand corner, next to the line where you wrote your name, you will see the word "form" and a number. In the "Form" box, please fill in the circle with the number of the form found on the front cover of your test booklet.

Assist students in finding the form number on the front of their test booklets and in filling in the correct circle.

SAY: It is important that you do your best on this test. Take your time and do as well as you can.

Turn to page 5 of the test booklet. Read the directions silently, as I read them aloud.

Read aloud all of pages 5 and 6 from a student test booklet to the students.

SAY: A MEAP Grade 8 Mathematics Test Reference Sheet is included on page 3 of your test booklet. You may remove the reference sheet now and use it throughout the test. You should have received a mathematics overlay sheet. The overlay sheet includes a protractor, a centimeter grid, and a ruler with both inch and centimeter scales. Be sure to use the correct scale if a question indicates a specific one.

If you do not understand any of these directions, please raise your hand.

You may now begin.

After approximately 40 minutes or when most or all of the students have completed this portion,

SAY: It is time now to stop. Please put all testing materials down, place your reference sheet into your answer folder for use on the remainder of the test, and close your test booklets and answer folders. Remain quietly in your seats until all materials are collected.

If you are *not* going to administer another section of this test at this time, follow the instructions under “Ending a Testing Session” on page 57.

Part 2: Grade 8 Mathematics

If necessary, redistribute all test materials to students. Students may use their own calculators, but may **not** share calculators with one another.

SAY: Turn to page 17 of your test booklet. Read the directions silently as I read them aloud.

Read aloud page 17 from a student test booklet to the students.

SAY: You may use the reference sheet and overlay on any part of this test.

If you do not understand any of these directions, please raise your hand.

You may now turn the page and begin.

After approximately 40 minutes or when most or all of the students have completed this portion,

SAY: It is time now to stop. Please put all testing materials down, place your reference sheet into your answer folder for use on the remainder of the test, and close your test booklets and answer folders. Remain quietly in your seats until all materials are collected.

If you are *not* going to administer another section of this test at this time, follow the instructions under “Ending a Testing Session” on page 57.

Part 3: Grade 8 Mathematics

If necessary, redistribute all test materials to students. Students may use their own calculators, but may **not** share calculators with one another.

SAY: Turn to page 29 of your test booklet. Read the directions silently as I read them aloud.

Read aloud page 29 from a student test booklet to the students.

You may use the reference sheet and overlay on any part of this test.

If you do not understand any of these directions, please raise your hand.

You may now turn the page and begin.

After approximately 40 minutes or when most or all of the students have completed this portion,

SAY: It is time now to stop. Please put all testing materials down, and close your test booklets and answer folders. Remain quietly in your seats until all materials are collected.

Follow the instructions under “Ending a Testing Session” on page 57.

Test Administrator Directions: Grade 8 Science

This *MEAP Test Administrator Manual* contains detailed test administration procedures. It also contains appropriate and inappropriate test preparation and administration guidelines, and other valuable tips and instructions. It is important that test administrators review this entire manual before administering the test.

It is particularly important to understand the difference between helping students understand test directions and helping them with their responses. With the exception of making sure students understand the directions and implementing any approved accommodations, test administrators and proctors **may not give help of any kind** to students during this test. This includes defining or pronouncing words and reading any part of the test aloud to students, except where specifically indicated in the directions. These activities are not acceptable and will result in test scores being invalidated.

Materials

Test Administrator

- Grade 8 Science Test Booklet
- Grade 8 Science Answer Folder
- MEAP Test Administrator Manual

Student

- Grade 8 Science Test Booklet
- Grade 8 Science Answer Folder
- Number 2 Pencil

Test booklets are secure materials that must be carefully monitored. They must be kept in **locked** storage while in schools. Students may **not** use dictionaries or other reference materials during the test. Students may not use scratch paper while taking this test. Students may not use additional paper to write answers for test items. Students may underline, highlight or write notes in their test booklets only.

Test Length

This test is untimed and student paced. Students must be given as much time as needed during the same continuous session to complete each section of this test. The following are approximate times needed for each test session:

Part 1	50 minutes (approximately)
Part 2	50 minutes (approximately)

Approximately 10 minutes should be scheduled prior to testing to complete the New Student Registration Form for any student who does not have a preprinted label or answer folder. See page 20 for instructions on completing this form. A separate form must be placed in the student's answer folder for each subject. Additional time is necessary to distribute materials and read directions.

Directions

Passages printed in boldface and preceded by the word **SAY** are instructions to students and are to be read aloud **exactly as they are written**. (The italicized instructions to the test administrator are not read aloud to the students.) Pause periodically to make sure students understand these directions and answer questions as necessary. When referring to a new document or a particular area on a document, hold the item up and point to the proper area to help students find their place.

Part 1: Grade 8 Science

Distribute all test materials to each student. Remind students to put away all other materials, including dictionaries and other reference materials that may **not** be used during this test.

SAY: Make sure that you have the Winter 2005 student test booklet for Grade 8 Science. Write your name on the cover of the test booklet in the upper right-hand corner using a number 2 pencil.

SAY: Please look at your Winter 2005 Answer Folder for Grade 8 Science. In the upper left-hand corner is a barcode label. Raise your hand if your name does not appear on this label.

If a student has used a New Student Registration Form, there will not be a student name on the answer folder. This is fine. If the student does not have his or her own answer folder, please take corrective action. If the student's name is misspelled, corrections can be made at a later date on the MEAP Web site. You may have to correct the problem by giving the student a blank answer folder and immediately notify the building MEAP coordinator who can help you resolve this problem after testing is completed. You may proceed with testing administration.

SAY: Look at the top of your answer folder. Print your name (no nicknames) on the first line. Print your teacher's name _____ on the second line. Next to the word "School," print _____ (the school name). Next to the word "District," print _____ (the district name).

Instruct students to give the full name of the teacher, district and school (do not use abbreviations).

Give students time to complete this information.

SAY: Also on page 1, there is a box entitled "Test Date." Please write in today's date and fill in the corresponding circles using a number 2 pencil. The first column is for the month. The next two spaces are for today's date. The year is already provided.

Remind students of the correct date (which is the first date the test is administered) and give them time to fill in the circles.

SAY: Now find the box to the right, entitled "Form." Look at the front cover of your TEST BOOKLET. In the left-hand corner, next to the line where you wrote your name, you will see the word "form" and a number. In the "Form" box, please fill in the circle with the number of the form found on the front cover of your test booklet.

Assist students in finding the form number on the front of their test booklets and in filling in the correct circle.

SAY: Now, listen carefully as I read the directions to you.

During this test, I can help you understand the directions, but I cannot give you any help on test items. Except for the directions, I cannot define or pronounce words or read any part of the test to you.

Turn to page 3 in your test booklet. Read the directions silently as I read them aloud.

Read aloud all of page 3 from a student test booklet to the students.

After approximately 50 minutes or when most or all of the students have completed this portion,

SAY: It is time now to stop. Please put all testing materials down, and close your test booklets and answer folders. Remain quietly in your seats until all materials are collected.

If you are not going to administer another section of the test at this time, follow the instructions under “Ending a Testing Session” on page 57.

Part 2: Grade 8 Science

If necessary, redistribute all test materials to each student.

SAY: You are now going to take Part 2 of the Grade 8 Science test. Make sure that I have given you your own student test booklet and answer folder.

Turn to page 19 in your test booklet. Read the directions silently as I read them aloud.

Read aloud all of page 19 from a student test booklet to the students.

After approximately 50 minutes or when most or all of the students have completed this portion,

SAY: It is time now to stop. Please put all testing materials down, and close your test booklets and answer folders. Remain quietly in your seats until all materials are collected.

Follow the instructions under “Ending a Testing Session” on page 57.

Test Administrator Directions: Grade 8 Social Studies

This *MEAP Test Administrator Manual* contains detailed test administration procedures. It also contains appropriate and inappropriate test preparation and administration guidelines, and other valuable tips and instructions. It is important that test administrators review this entire manual before administering the test.

It is particularly important to understand the difference between helping students understand test directions and helping them with their responses. With the exception of making sure students understand the directions and implementing any approved accommodations, test administrators and proctors **may not give help of any kind** to students during this test. This includes defining or pronouncing words and reading any part of the test aloud to students, except where specifically indicated in the directions. These activities are not acceptable and will result in test scores being invalidated.

Materials

Test Administrator

- Grade 8 Social Studies Test Booklet
- Grade 8 Social Studies Answer Folder
- MEAP Test Administrator Manual

Student

- Grade 8 Social Studies Test Booklet
- Grade 8 Social Studies Answer Folder
- Number 2 Pencil

Test booklets are secure materials that must be carefully monitored. They must be kept in **locked** storage while in schools. Students may **not** use dictionaries or other reference materials during this test. Students may underline, highlight or write notes in their test booklets only.

Test Length

This test is untimed and student paced. Students must be given as much time as needed during the same continuous session to complete each section of this test. The following are approximate times needed for each test session:

Part 1	55 minutes (approximately)
Part 2	60 minutes (approximately)

Approximately 10 minutes should be scheduled prior to testing to complete the New Student Registration Form for any student who does not have a preprinted label or answer folder. See page 20 for instructions on completing this form. A separate form must be placed in the student's answer folder for each subject. Additional time is necessary to distribute materials and read directions.

Directions

Passages printed in boldface and preceded by the word **SAY** are instructions to students and are to be read aloud **exactly as they are written**. (The italicized instructions to the test administrator are not read aloud to the students.) Pause periodically to make sure students understand these directions and answer questions as necessary. When referring to a new document or a particular area on a document, hold the item up and point to the proper area to help students find their place.

Part 1: Grade 8 Social Studies

Distribute test materials to each student. Remind students to put away all other materials, including dictionaries and other reference materials that may *not* be used during the social studies test.

SAY: Make sure that you have the Winter 2005 student test booklet for Grade 8 Social Studies. Write your name on the cover of the test booklet in the upper right-hand corner using a number 2 pencil. You may not use a dictionary, thesaurus, grammar/spelling book or calculator.

SAY: Please look at your Winter 2005 Answer Folder for Grade 8 Social Studies. In the upper left-hand corner is a barcode label. Raise your hand if your name does not appear on this label.

If a student has used a New Student Registration Form, there will not be a student name on the answer folder. This is fine. If the student does not have his or her own answer folder, please take corrective action. If the student's name is misspelled, corrections can be made at a later date on the MEAP Web site. You may have to correct the problem by giving the student a blank answer folder and immediately notify the building MEAP coordinator who can help you resolve this problem after testing is completed. You may proceed with testing administration.

SAY: Look at the top of your answer folder. Print your name (no nicknames) on the first line. Print your teacher's name _____ on the second line. Next to the word "School," print _____ (the school name). Next to the word "District," print _____ (the district name).

Instruct students to give the full name of the teacher, district and school (do not use abbreviations).

Give students time to complete this information.

Also on page 1, there is a box entitled "Test Date." Please write in today's date and fill in the corresponding circles using a number 2 pencil. The first column is for the month. The next two spaces are for today's date. The year is already provided.

Remind students of the correct date (which is the first date the test is administered) and give them time to fill in the circles.

SAY: Now find the box to the right, entitled "Form." Look at the front cover of your TEST BOOKLET. In the left-hand corner, next to the line where you wrote your name, you will see the word "form" and a number. In the "Form" box, please fill in the circle with the number of the form found on the front cover of your test booklet.

Assist students in finding the form number on the front of their test booklets and in filling in the correct circle.

SAY: There are two parts in your test booklet. You will be given directions before each part. Read and listen to the directions carefully and follow them exactly. It is important that you do your best. Choose the answer you think is best, and then go on to the next item. Do not worry if there are some questions that you cannot answer. Take your time and do as well as you can.

During this test, I can help you understand the directions, but I cannot give you any help on test items. Except for the directions, I cannot define or pronounce words or read any part of the test to you.

Turn to page 3 in your test booklet. Read the directions silently as I read them aloud.

Read aloud all of page 3 from a student test booklet to the students.

After approximately 55 minutes or when most or all of the students have completed this portion,

SAY: It is time now to stop. Please put all testing materials down, and close your test booklets and answer folders. Remain quietly in your seats until all materials are collected.

If you are *not* going to administer another part of the test at this time, follow the instructions under “Ending a Testing Session” on the following page.

Part 2: Grade 8 Social Studies

If any students were absent during the first testing session, allow them to take Part 2 first. They may make up Part 1 after completing Part 2. Students for whom there is no preprinted label or answer folder must complete the student identification information on their answer folders and write their names on the cover of their test booklets.

If necessary, redistribute test materials to students. There is sufficient space in the answer folder for students to provide a complete and correct response. No additional sheets may be used.

SAY: Today you are now going to take Part 2 of the MEAP Social Studies test. Make sure that I have given you your own test booklet and answer folder.

Turn to page 19 in your test booklet. Read the directions silently as I read them aloud.

Read aloud all of page 19 from a student test booklet to the students.

After approximately 60 minutes or when most or all of the students have completed this portion,

SAY: It is time now to stop. Please put all testing materials down, and close your test booklets and answer folders. Remain quietly in your seats until all materials are collected.

Follow the instructions under “Ending a Testing Session” on the following page.

Ending a Testing Session

All sections of the MEAP tests are untimed and student-paced. Students must be given as much time as needed during the same continuous session to complete each section of a test. End a testing session as soon as all students are finished. If only a few students need more time to finish than the rest of the class, a test administrator may collect all testing materials and take those students to another room to immediately finish testing.

Collect all materials from each student individually. Do not have students pass materials to the end of a row or aisle. Students may not be dismissed until it is verified that all materials have been returned.

Test booklets are secure materials that must be carefully monitored. They must be kept in *locked* storage while in schools.

If there is another section of the test to administer, return to the directions for that test when ready to begin the next section. If all sections of the test have been administered, follow the instructions on the next page.

Test Administrator Responsibilities After Testing

Before sorting materials, **please note** that an answer folder is considered used if:

- a student has taken all or part of the test; or
 - page one has a student barcode label and has been marked as *Not Tested - Absent*.
1. Ensure that any answer folders requiring a New Student Registration Form have the Form inserted into the answer folder with the shaded triangle visible in the top right-hand corner. Check that the peel-off barcode label for each New Student Registration Form has been affixed to the correct answer folder. Verify that all required student identification fields (Student Name, building code, etc.) have been completed accurately on each New Student Registration Form
 2. Verify that there is only one of each appropriate answer folder for each student. The appropriate answer folders are as follows:

Grade 4: English Language Arts and Mathematics

Grade 5: Science and Social Studies

Grade 7: English Language Arts

Grade 8: Mathematics, Science, and Social Studies

3. Check answer folders for the following:
 - a. Only answer folders dated Winter 2005 have been used.
 - b. The appropriate form number has been filled in correctly.
 - c. All required student identification fields (Student Name, Teacher Name, etc.) have been completed accurately.
 - d. All optional data fields the district chose to use and all “School Use Only” fields have been completed accurately.
 - e. No correction fluid, crayons, markers, highlighters, or colored pencils have been used on student answer folders.
 - f. No staples, glue, rubber bands, or paper clips have been used on student answer folders.
 - g. No extra paper is attached.
 - h. No answer folders have been disassembled or damaged.
 - i. If a New Student Registration Form has been completed, verify that all student identification fields, including the building code, have been completed accurately.
4. If an answer folder is found to have been damaged, or to contain markings by writing utensils that are not allowed, the district MEAP coordinator must be notified. The district coordinator should contact the MEAP Office for assistance.
5. Notify the building MEAP coordinator of any student answer folders that require the bright orange label that is marked “Special Handling/Word Processed.” These labels are for those students who used a word processor as an accommodation.

6. Destroy unused answer folders after carefully making sure they are for students no longer enrolled in the school.
7. If they have not been written on, the mathematics overlays and reference sheets may be kept for use in future classroom activities. Those that have been written on must be destroyed or returned to the building MEAP coordinator.
8. Return *all test booklets* and *all used answer folders* to the building MEAP coordinator as soon as possible after testing.
9. Complete Form C (page 65) and return it to your building MEAP coordinator. Follow your MEAP coordinator's instructions for completing the MEAP School/Grade header Sheet. (See following page.)

Directions for MEAP School/Grade Header Sheet

The purpose of the MEAP School/Grade Header Sheet is to ensure that all answer folders returned are scored and that districts and schools receive the appropriate reports. The School/Grade Header Sheet is intended to be a helpful tool for both the schools and the scoring contractor in accounting for all answer folders returned for scoring.

School/Grade Header Sheets have the following information preprinted:

District Name, School Name, District Code, and School Code.

Directions for Completing the MEAP School/Grade Header Sheet

- The district MEAP coordinator will determine who is responsible for completing the School/Grade Header Sheet.
- Begin by organizing your used answer folders by subject. You do not need to separate answer folders with preprinted labels from answer folders with New Student Registration Forms. You do not need to separate the different English Language Arts answer folders.
- Place one MEAP School/Grade Header Sheet on top of each subject's set of answer folders.
- Fill in the bubble for the subject and grade that corresponds to the answer folders under each MEAP School/Grade Header Sheet.
- Write the answer folder count in the spaces provided and fill in the bubbles for that number.
- Sign and date the School/Grade Header Sheet. Make a copy for your records.
- Deliver all sets of answer folders with the School/Grade Header Sheets to the building or district MEAP coordinator.

Refer to the diagram on page 62 for more information on how to organize your answer folders.

MARKING INSTRUCTIONS

- ¥ Use only soft lead pencil (No. 2)
- ¥ Do NOT use ink or ball point pen.
- ¥ Make heavy dark marks that completely fill in the circles.
- ¥ Erase completely any marks that you wish to change.
- ¥ Make NO stray marks on this sheet.
- ¥ Fill in the Test Coordinator's name, phone number and date.

CORRECT MARK



INCORRECT MARKS



Michigan Educational Assessment Program

**SCHOOL/GRADE
HEADER SHEET**

A School/Grade Header Sheet MUST be completed for each subject and grade tested in the school and returned with the used answer documents according to the instructions in the *Test Administrator Manual*. Verify that the preprinted information on this form is correct for your school. If the preprinted information is not correct or if you have the wrong header sheet, contact your District Test Coordinator. Do NOT make any changes to the preprinted information on this form.

PLEASE PRINT

District Name _____

School Name _____

DISTRICT CODE

0	0	0	0	0
●	1	1	1	1
2	●	2	2	2
3	3	●	3	3
4	4	4	●	4
5	5	5	5	●
6	6	6	6	6
7	7	7	7	7
8	8	8	8	8
9	9	9	9	9

SCHOOL CODE

0	0	0	0	0
●	1	1	1	1
2	●	2	2	2
3	3	●	3	3
4	4	4	●	4
5	5	5	5	●
6	6	6	6	6
7	7	7	7	7
8	8	8	8	8
9	9	9	9	9

Please be sure the three fields below are completed: Grade, Subject, and Answer Folder Count.

GRADE

<input type="radio"/>	3
<input type="radio"/>	4
<input type="radio"/>	5
<input type="radio"/>	6
<input type="radio"/>	7
<input type="radio"/>	8
<input type="radio"/>	HS

SUBJECT

<input type="radio"/>	ELA
<input type="radio"/>	ELA Part 1 (Writing) <i>HST Retest only</i>
<input type="radio"/>	ELA Part 2 (Reading) <i>HST Retest only</i>
<input type="radio"/>	Mathematics
<input type="radio"/>	Science
<input type="radio"/>	Social Studies

**ANSWER
FOLDER
COUNT**

0	0	0
1	1	1
2	2	2
3	3	3
4	4	4
5	5	5
6	6	6
7	7	7
8	8	8
9	9	9

Test Coordinator's Name (please print) _____

Phone Number () - _____

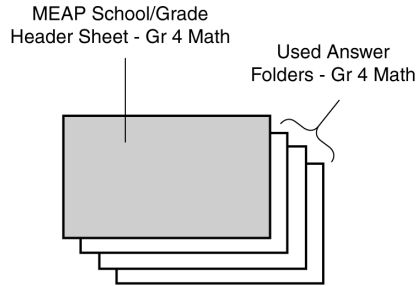
Signature _____

Date _____

Assembling Answer Folders for Return

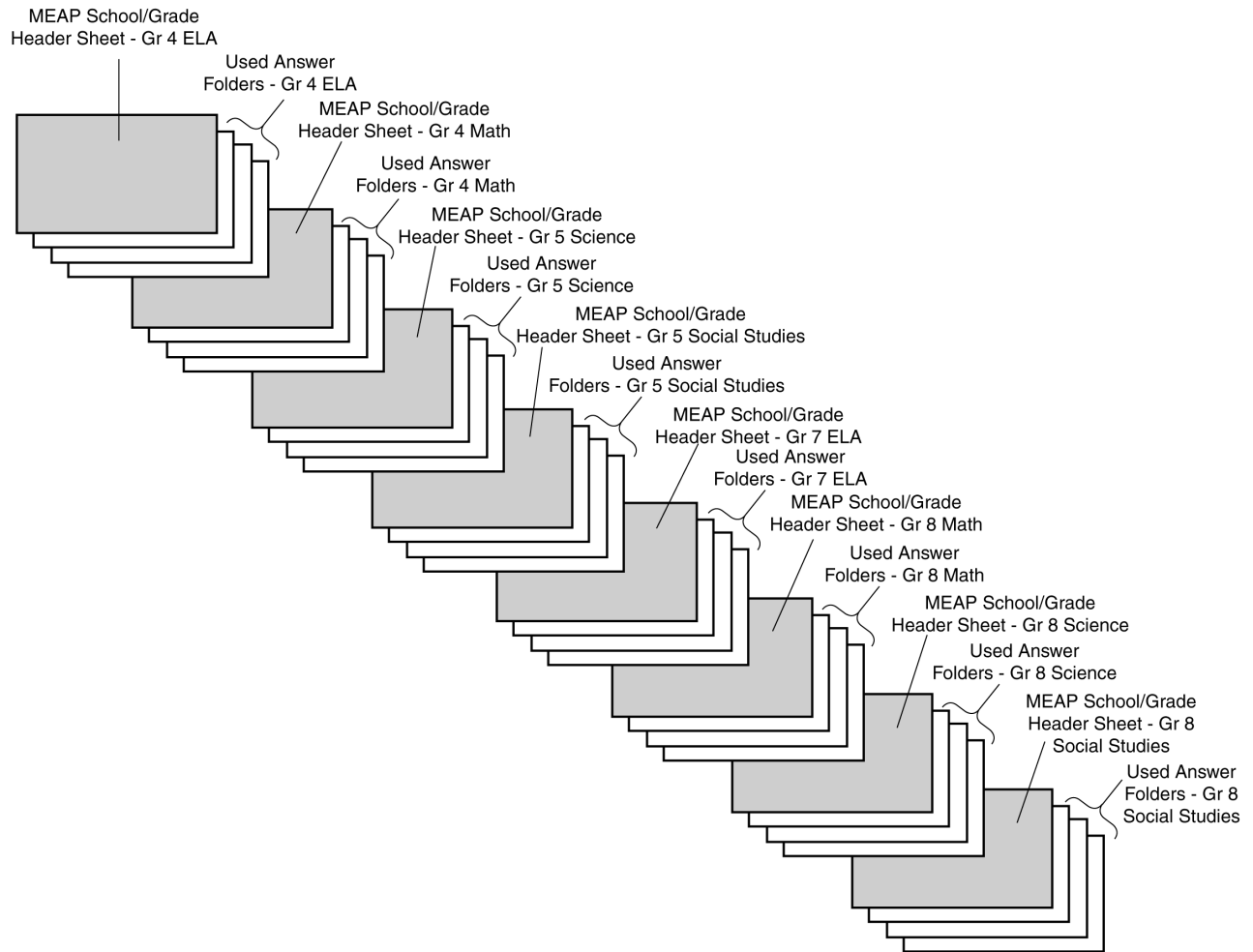
The diagrams below demonstrate how to assemble used answer folders by subject.

For example, assemble your Grade 4 Math Answer Folders as follows:



Continue to assemble used answer folders for each grade and subject.

The diagram below shows how your answer folders will look after all grade and subject areas are assembled.



MEAP TEST SECURITY COMPLIANCE FORM

FORM B

District Name: _____

School Name: _____

I hereby acknowledge that I have access to the MEAP testing materials solely for the purpose of administering the MEAP tests. I understand that these materials are highly secure, and that it is my professional responsibility to protect their security as follows:

1. I will not copy any part or portion of the test booklets.
2. I will keep all test materials secure before, during, and after testing in accordance with testing procedures outlined in this manual.
3. I will limit access to test materials by test examinees to the actual testing period.
4. I will not permit students to remove test materials from rooms where the administration of the MEAP test is taking place.
5. I will inform all teachers and/or proctors of the importance of maintaining strict MEAP test security.
6. I will not disclose, or allow to be disclosed, the contents of the test.
7. I will return all test materials to the designated District MEAP Coordinator upon completion of the test.

Principal (signature)

Building MEAP Coordinator (signature)

Title

Title

School/Site

School/Site

Date

Date

Form B is to be signed by each building principal and MEAP coordinator and kept on file by the district MEAP coordinator.

MEAP TEST SECURITY COMPLIANCE FORM**FORM C**

School Name: _____

I hereby acknowledge that I have access to the MEAP testing materials solely for the purpose of administering the MEAP tests. I understand that these materials are highly secure, and that it is my professional responsibility to protect their security as follows:

1. I will not copy any part or portion of the test booklets.
2. I will keep all test materials secure before, during, and after testing in accordance with testing procedures outlined in this manual.
3. I will limit access to test materials by test examinees to the actual testing period.
4. I will not disclose, or allow to be disclosed, the contents of the test.
5. I will return all test materials to the designated Building MEAP Coordinator upon completion of the test.

Check one:

- Test Administrator Test Proctor

Signature

School/Site

Date

Form C is to be signed by the MEAP test administrator, as well as all proctors, and kept on file by the district MEAP coordinator.

Student Challenges of Test Items
Clearly identify items being challenged.

Comments Regarding MEAP Test Administration

A. Good Points

B. Areas Needing Improvement

Return this form to:
MEAP
P.O. Box 30715
Lansing, MI 48909
Fax: 517/335-1186



**MEAP Test Administrator Manual
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