

Los Angeles Unified School District Middle School  
Mathematics Placement Assessment

# Online Administration Guide



Amplify.

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## I. Overview and Purpose

The Middle School Mathematics Placement Assessment, along with other data points, will be used for placement as the District continues with full implementation of the Common Core State Standards (CCSS) for the 2016–2017 school year.

In the 2015–2016 school year, all schools enrolling grade 6 students will administer the Middle School Mathematics Placement Assessment. The results, in combination with the final grade and teacher recommendation, will be used to make a determination as to whether a student will continue on the traditional or accelerated pathway.

The Mathematics Placement Assessment for grade 6 will be administered online to all 6th grade students during the school day. The administration windows are as follows:

### **May 23 - June 3, 2016**

- Administration Window: May 23–27, 2016
- Score Constructed Response: May 30–June 3, 2016
- All assessments complete and Constructed Responses scored: On or before June 3, 2016

This document contains guidelines for administering the Middle School Mathematics Placement Assessment online.

## II. Security Affidavit

Every teacher administering the assessment will be required to sign the "*Middle School Math Placement Assessment Test Security Affidavit*." Assessment Coordinators must collect and file each affidavit. See [Appendix A](#) for a copy of the affidavit.

### III. Roles and Responsibilities

Assessment Coordinator (AC)	<ul style="list-style-type: none"><li>• Plan, schedule, communicate, and update district-wide and school-specific administration processes for the online assessment.</li><li>• Primary point of contact for all school communication and coordination for Local District Math Coordinators and the LAUSD Central Office.</li><li>• Responsible for setting up all devices.</li><li>• Identifies technology needs, develops schedule for use of lab/mobile carts, and helps troubleshoot tech concerns.</li></ul>
Teacher (Test Administrator)	<ul style="list-style-type: none"><li>• Must sign the Security Affidavit.</li><li>• Monitors students during the test to ensure adherence to test expectations.</li><li>• Provides support where needed or appropriate.</li><li>• Must be familiar with possible technology issues and troubleshooting techniques. <a href="#">See Appendix D: Troubleshooting/Connection Loss Scenarios</a> for possible issues and solutions.</li><li>• Conduct practice sessions and/ or demo with students days before the actual test (see section VIII).</li><li>• Assign students ID and password—distribute student login credentials (see section VII).</li><li>• Score constructed responses (see section X).</li></ul>

### IV. Assessment Construct

**Length of Test:** The test should require approximately 120 minutes. Students must complete the assessment in one sitting, therefore schools should schedule accordingly. Schools should allow at least one additional hour for test setup and preparation.

**Item Format:** The online test contains both multiple choice (MC) and constructed response (CR) items. MC test results are available as soon as students complete the online test. The CR responses are available for teachers to view/score through mCLASS Beacon. Instructions on scoring student CR responses can be found in [Section X](#) of this document.

### V. Logistics and Preparations

This section contains important online planning considerations for school districts.

**Test Window:** The test window is 10 business days. All assessments must be completed by the last day of the test window, including make-up sessions. All constructed response items must also be

Middle School Mathematics Placement Assessment—Online Administration Guide

scored by this time. The test window will open on Monday, May 23, 2016 and close on Friday, June 3, 2016.

**Test Schedule:** In advance of the test window, schools should create a test plan and schedule. See [Appendix C](#) for a sample test plan and schedule.

**Make-up Tests:** All students on the roster must take the assessment. Schools must schedule any make-up sessions within the 10-day test window.

**Test Environment:** When setting up the test site, allow adequate space between students. If possible, students should face the walls, and all student workspaces should have dividers for privacy. Seats and desks must be free of extra items, including all student belongings.

**Device Setup:** The Mathematics test should be administered using the iPad carts that were provided for SBAC testing. If your school plans to use a different set of devices for administration, please visit [amplify.com/assessment/devices](http://amplify.com/assessment/devices), and scroll down to find the device and browser requirements for mCLASS Beacon.

- LAUSD will push a web clip directly to the iPads that directs students to the assessment site. If you are planning to use other devices, please be sure to bookmark the site on each device in advance of the testing window. The student site is <http://www.mclasshome.com/harbor/studentLogin>
- Reserve at least one hour before the assessment to prepare for the test.
- Bookmark the mCLASS Beacon assessment login page if you are not using iPads.
- Maximize the mCLASS Beacon assessment login page, and close all other browsers.
- Instruct students not to touch the iPads until the Test Administrator gives directions.

**Use of Electronic Devices:** Aside from the iPad the student is using for the test, all cellphones and other electronic devices are prohibited, and must be turned off or silenced.

**Accommodations:** Provide accommodations to students such as SPED, 504, and EL as identified in their program plans. For guidance, see “Variations, Accommodations, and Modifications for Students with Disabilities and English Learners,” from the Office of Curriculum, Instructions, and School Support. This document may be found in [Appendix B](#).

**Scratch Paper and Pencils:** Provide all students with blank scratch paper and pencils during the test. After the test, to reduce the risk of impropriety, collect all paper (used and unused) once the test session is complete.

## VI. Student Information

**Student Roster:** Students are assigned based on their LAUSD enrollment, which is taken from the District Student Information System using class enrollment information, at least two weeks prior to the testing window.

**Student Logins:** The student roster will be used to produce student test assignments, usernames and passwords. Each student will receive a unique username and randomized password to access the mCLASS Beacon online assignment. The student login information is available for download on the **Assignment** page of mCLASS (for instructions, see Section VI).

Login information contains the following:

- First and last name
- Student URL
- Student username
- Student password

At least one week before the test window, Assessment Coordinators and Test Administrators should create two copies of this credential list. Cut one list into single “tickets,” each of which contains the student name, URL, username, and password. The individual tickets should be distributed to each student before the start of the test. The second copy should be kept for backup, or as an attendance log. Teachers should also check the list against their class roster to ensure that all students are accounted for.

## VII. Generate Student Logins

1. Open an Internet browser and navigate to [www.mclasshome.com/wgen/lausd](http://www.mclasshome.com/wgen/lausd). Enter your LAUSD Single Sign-On (SSO) credentials. For example, if your user name is jsmith, type jsmith into the username field. Enter your password, and click Log In.

If you need log in assistance, please contact Amplify Customer Services by email at [help@amplify.com](mailto:help@amplify.com), or by calling (800) 823-1969, option 3.



2. Click the mCLASS: Beacon icon.



3. Click Assignments.



4. Click the name of the test in the Assignment column.

Assignment	Assigned by	Testing window
030416 - CCSS Math Grade 7.7.NS.A.Add and Subtract Rational Numbers (Form B)	me	Mar 4 - Mar 9
101215 - CCSS ELA Grade 6 (LTT) Understanding Informational Text	ORTIZ, MARIA	Oct 12 - Oct 30
101215 - CCSS ELA Grade 6 (LTT) Understanding Informational Text	ORTIZ, MARIA	Oct 12 - Oct 30
100615 - CCSS ELA Grade 6 (LTT) Understanding Informational Text	ORTIZ, MARIA	Oct 8 - Nov 30

5. Once you have selected an assignment, click View Logins. Based on your access level, you may be able to drill down through district, school, and grade.



6. Click Generate all to create a Username and password for each student. If usernames and passwords have already been generated for this class, the Generate all link will be disabled. You may still create, print, and reset logins.

**Generate all \*** | Print all | Reset all

\* Assigns user names and identifiers to students who do not already have them.

Showing records 1-15 of 15.

Last Name	First Name	Grade	Homeroom	Primary ID	Username	Identifier	
Alexander	Ricky	6		f9621bb065f642898...			Create
Arnold	Edward	6		408b1caf87aa41fcb...			Create
Beattie	Joseph	6		789a0291ca524ccc...			Create
Bogdan	Jesse	6		27c2c7a703014be1b...			Create
Cargill	Bradley	6		d80e8ee23a5a4ac49...			Create

7. Click Print all to open screen with student tickets.

**Generate all \*** | **Print all** | Reset All

\* Assigns user names and identifiers to students who do not already have them.

Showing records 1-15 of 15.

Last Name	First Name	Grade	Homeroom	Primary ID	Username	Identifier	
Brinkmann	Mike	6		435f657e0d5342e68...	mbrinkmann1	soap5buttermilk	Print Reset
Cassidy	Evelyn	6		102041d0946542a1a...	ecassidy	knee1clam	Print Reset
Couch	Johnnie	6		6742c8c30d464ee09...	jcouch	vermicelliOtongs	Print Reset
Eaton	Donna	6		edcc804d58c54b58a...	deaton2	beef0tulsa	Print Reset
Fincher	Myrtle	6		969d277c1e4e470f8...	mfincher	yolk1cajun	Print Reset

8. Print the student tickets using your local printer.

Student	Website	Username & Identifier
Brinkmann, Mike	<a href="https://mclasshome.com/harbor/studentLogin">https://mclasshome.com/harbor/studentLogin</a>	Username: mbrinkmann1 Identifier: soap5buttermilk
Cassidy, Evelyn	<a href="https://mclasshome.com/harbor/studentLogin">https://mclasshome.com/harbor/studentLogin</a>	Username: ecassidy Identifier: knee1clam

## VIII. Access the Practice Test in mCLASS

A practice test is available to help students become familiar with the online assessment system. The practice test can be accessed by logging into the student assessment site at <https://mclasshome.com/harbor/studentLogin> and clicking on 'Math Practice Test.' Students will need their usernames and passwords to access the student assessment site. The practice test cannot be scored, and does not collect any data.



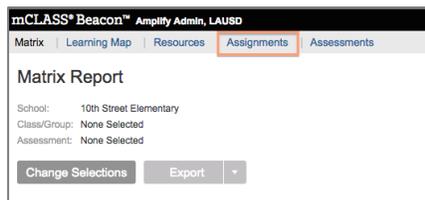
## IX. Data and Reporting

Teachers may access results as soon as a student completes the test. To access the results, log in to mCLASS Beacon with your LAUSD SSO credentials. Select a subject or class and assessment, and the assessment results display in the Matrix report or Learning Map. To view data for students not currently enrolled at your school site, please check MiSiS.

## X. Scoring Student Constructed Responses

Constructed response items, which require a student to write or type and answer, must be scored manually.

1. Log in to mCLASS: Home with your LAUSD SSO credentials and click the Beacon icon. (See [Section VII](#) above).
2. Click Assignments.



3. Click Enter Scores to the right of the assignment.

Assignment	Assigned by	Testing window	
12/17/15 - PIA 1 Algebra I	me	Dec 17 - Dec 17	<a href="#">Enter Scores</a>
12/07/15 - PIA 1 Algebra I	me	Dec 7 - Dec 8	<a href="#">Enter Scores</a>

4. The table displays items on the left, and the students across the top of the table.

Section/Class	Grade 6 Math 1		
Type	Items	Portia Pevable	Mike Brinkmann
MC	1. Look at the operations described below...	1	C
MC	2. Evaluate. [Formula]	1	A
MC	3. Max's height is 6 centimeters less than...	1	C
MC	4. Which expression represents the prod...	1	A
MC	5. Janet is making a tablecloth for a circ...	1	B
MC	6. John is building a fence around the pe...	1	A
CR	7. Pecans and walnuts are both on sale f...	4	

CR = Constructed Response MC = Multiple Choice MCA = Multiple Correct Answers

5. Click an item to see the item, rubric, and all student responses. If you'd like to see the rubric while you score, make the windows smaller and place them side-by-side. Note how the names of students who have completed the assignments are clickable links.

Type	Items	Portia Pevable	Patricia Andrade, Pre-K	Carl Asplaton, Pre-K	Richard Asrd, K	Ann Arasonson, K
MC	32. The table shows how the diameters ...	1				
MC	33. Tom earned a total of \$88 last month...	1				
MC	34. Mr. Swenson has 455 sheets of grap...	1				
MC	35. Sea level is defined to be an elevatio...	1				
MC	36. Look at the equation. $15x + 306 = \text{Whic}...$	1				
MC	37. Spencer used 3.7 pounds of catfish ...	1				
MC	38. Which set contains values of $n$ that ...	1				
MC	39. Tina's Bakery sells cinnamon, banan...	1				
MC	40. A hot air balloon leaves the ground a...	1				
MC	41. The expression [Formula] is the solu...	1				
MC	42. A point is marked on the number line...	1				
MC	43. A. The color Aegean Blue is mixed at...	4				
CR	44. A sporting goods store donates 36...	4				

**3** The response demonstrates a strong understanding, but the work contains minor errors. A level 3 response is characterized by:

- A correct answer for part A.
- An explanation for part B that shows strong understanding but may contain errors or be incomplete.
- Work and explanation for part C that are incomplete or contain one or two minor errors.
- An answer for part C that is correct or completely consistent with errors in the shown work.

**4** The response demonstrates a high level of understanding. A level 4 response is characterized by:

- The correct answer in part A, namely 18 to 12 or any equivalent ratio, such as 9 to 6, 6 to 4, 3 to 2, etc. Ratios may also be written in the form 3:2 or 3C.
- A correct explanation in part B, similar to: The two ratios quoted refer to different numbers of gallons of paint. To compare them you need to calculate their unit rates. This is the cost per one gallon of paint, and it can be found by dividing each price by the number of gallons it represents. The unit rate for Store X is  $\$1200 \div \$22.40$ , and the unit rate for Store Y is  $\$174.8 \div \$21.75$ . Since  $\$22.40 > \$21.75$ , Store Y offers a better value.
- The correct answer in part C, namely \$336.
- A correct explanation for part C, similar to: Since 5 gallons of paint cost \$112, you can set up the ratio  $5:\$112$ . To find the price of 16 gallons, you can use a proportion, setting the first ratio equal to 16x. The unknown can then be found by cross-multiplying and solving for x. In this case, though, since you multiply 5 by 3 to get 15, you can also multiply \$112 by 3 to find the unknown price. It is \$336.

**Patricia Andrade, Pre-K's response**  
No response available. This student either wrote the answer on paper or did not submit a response.

**Carl Asplaton, Pre-K's response**  
No response available. This student either wrote the answer on paper or did not submit a response.

**Richard Asrd, K's response**  
No response available. This student either wrote the answer on paper or did not submit a response.

**Ann Arasonson, K's response**  
No response available. This student either wrote the answer on paper or did not submit a response.

6. Score each item by entering a number. For constructed response items, you cannot enter a number outside the acceptable range. Repeat this for each student. When complete, click **Save**.

Section/Class: **Grade 6 Math 1**

[Pamela Peckabee](#)  
[Mika Robinson](#)  
[Evelyn Crabb](#)  
[Johanna Couch](#)  
[Dorina Rubin](#)  
[Myra Proctor](#)  
[Dana Harvey](#)  
[Deedra Hunsicker](#)  
[Sally Robb](#)  
[Margaret Hise](#)  
[Troy Johnson](#)  
[Laurie Kearney](#)  
[Demetrius Ouel](#)  
[Amy Roberts](#)  
[Brandi Stawner](#)  
[Eugene Walsdorf](#)

Type	Items																			
MC	1. Look at the operations described belo...	1	C																	
MC	2. Evaluate. [Formula]	1	A																	
MC	3. Max's height is 6 centimeters less tha...	1	C																	
MC	4. Which expression represents the prod...	1	A																	
MC	5. Janet is making a tablecloth for a circ...	1	B																	
MC	6. John is building a fence around the pe...	1	A																	
CR	7. Pecans and walnuts are both on sale f...	4																		

CR = Constructed Response MC = Multiple Choice MCA = Multiple Correct Answers

[Back to Assignments](#)

## XI. Assessment Coordinator Checklist

### Before the Test

Develop an online test schedule that includes actual test dates and times, list of key staff members, and venues for online tests. Key players include: test administrators, proctors, teachers, and any additional support staff. Review the “**Variations, Accommodations, and Modifications for Students with Disabilities and English Learners**” document to ensure that proper accommodations are provided in the online test environment.

Distribute and collect the signed Security Affidavits.

Create student tickets and prepare the tickets for distribution.

Provide a copy of the test and teacher rationale document to teachers (optional).

Have teachers review their rosters to ensure the appropriate students will be tested.

### During the Test

Support and supervise test administration.

Escalate all support issues to the Local District Math Coordinator and Amplify Customer Service.

### After the Test

Ensure all students have been assessed during the window.

Confirm all constructed response (CR) items have been scored.

Collect all test copies and all teacher rationale documents (if applicable).

## XII. Teacher/ Test Administrator Assessment Instructions

**The following items must be completed prior to reading the instructions to the students:**

- ✓ Computers should be turned on and the screen should be set to the mCLASS student log in page.
- ✓ All belongings must be stored. All cell phones must be on silence or turned off, and put away.
- ✓ Distribute student login credentials.
- ✓ Provide scratch paper, pencils, and non-scientific calculators to students.
- ✓ Provide accommodation tools to students who require them.

Note: Announce to students that you are going to read directions before they log in to the test.

**READ THE FOLLOWING INSTRUCTIONS TO THE STUDENTS:**

- Today you are going to take the Middle School Math Placement Assessment. This test has two types of items: multiple choice items and constructed response items.
- Please listen carefully to the following online navigation instructions for the multiple choice section:
  - Navigate through the test by clicking the **“NEXT QUESTION”** or **“PREVIOUS QUESTION”** buttons. You can also click a number in the row at the top of the page to go to that question.
  - To select a response to a question, click in the circle next to your answer choice. The circle with the letter next to your answer will turn blue when you click in it. To change your answer, simply click the letter of your new answer choice.
- Once a question is answered, the square around the number turns from yellow to white.
- A triangle below the number box at the top of the page indicates which question you are working on now.
- The test system has no timer, so please read each item carefully and select your best response.
- When you reach the end of the test, you will be prompted to check your work. Please review and ensure that your answers are final.
- If you do skip a question and try to submit the test, the system will tell you what questions have not been answered. Click one of these numbers to return to that question.
- To submit your responses and complete the test, click on the **“END TEST”** button, which can be found on the upper right hand corner or lower portion of the screen. Once you click **“END TEST”**, you will not be able to go back to the test.
- There are some actions that you should avoid as they may cause an interruption in the system and will delay your completion of the test:
  - Do not use the back button on the web browser. Only use the function buttons.

- Do not resize (minimize) the browser window during the test.
- Do not open any other browser windows or tools on your iPad.
- If you encounter any technical problems, please raise your hand.
- Do you have any questions before you begin? (Answer questions)
- Please review your student ticket and ensure that your name is the one that appears on the ticket.
- Please use the ticket given to you to enter your Student Username and password, and click **Login**.
- Please make sure your name matches the name that appears in the upper left hand corner of the screen. If the names do not match, please raise your hand.
- Click the **Start** button to begin your test.
- Good luck!

**The following must be completed before the students leave the room:**

- Ensure that all students have completed the test by clicking “**END TEST**.” This final step is necessary to ensure that the data shows up for the student in mCLASS.
- Once testing is complete, please ensure that all students log out of the application.
- All other materials have been collected from the students: scratch papers, student tickets, pencils, calculators, etc.

### XIII. Important Contacts

**For problems with iPads or other equipment, or issues with Internet connectivity, please contact the LAUSD IT Helpdesk dedicated to online testing support at (323) 224-2450 between the hours of 7:30am- 4:30pm on school days. For mCLASS Beacon questions, call Amplify’s customer service team at (800) 823-1969 between the hours of 7:00am - 4:30pm Monday through Friday.**

Questions, concerns, and feedback about this document or the Middle School Math Placement Assessments should be directed to your Local District Mathematics Coordinators.

Name	Location	Level	Email
Philip Ogbuehi	LAUSD Central	Secondary	<a href="mailto:philip.ogbuehi@lausd.net">philip.ogbuehi@lausd.net</a>
Erin Cuenca	LAUSD Central	Secondary	<a href="mailto:erin.cuenca@lausd.net">erin.cuenca@lausd.net</a>
Maricel Masongsong	South	Secondary	<a href="mailto:maria.masongsong@lausd.net">maria.masongsong@lausd.net</a>
Firoza Kanji	West	Secondary	<a href="mailto:firoza.kanji@lausd.net">firoza.kanji@lausd.net</a>
Amy Uyeshima	East	Secondary	<a href="mailto:asu1554@lausd.net">asu1554@lausd.net</a>
Susan Sim Kim	Northwest	Secondary	<a href="mailto:susan.simkim@lausd.net">susan.simkim@lausd.net</a>
Travis Holden	Central	Secondary	<a href="mailto:txh9417@lausd.net">txh9417@lausd.net</a>
Jaspreet Sandha	Northeast	Secondary	<a href="mailto:jaspreet.sandha@lausd.net">jaspreet.sandha@lausd.net</a>

# Appendices



Los Angeles Unified School District  
Middle School Math Placement Assessment Test Security Affidavit

I acknowledge that I have access to the *Middle School Math Placement Assessment* and materials for the purpose of administering the assessment. I understand that these materials are secure, and it is my professional responsibility to protect their security as follows:

- 1) I will not divulge the contents of the assessment to any other person through verbal, written, or any other means of communication.
- 2) I will not copy any part of the assessment or test materials.
- 3) I will keep the assessment secure until the examination is actually distributed to grade 6 students only.
- 4) I will limit access to the assessment and test materials by test examinees to the actual assessment periods when they are taking the assessment.
- 5) I will collect and account for all materials following part of the assessment and will not permit students to remove the assessments or test materials from the room where testing takes place. This includes situations in which the assessment is administered over a two-day time frame.
- 6) I will not review any assessment questions, passages, or other test items with any student before, during, or after the assessment.
- 7) I will return all test materials to the designated test site coordinator upon completion of the assessment.
- 8) I will not interfere with the independent work of any student taking the assessment.
- 9) I will not compromise the security of the assessment by any means including, but not limited to copying, reproducing, transmitting, distributing or using in any manner inconsistent with test security all or any section of any secure assessment s or test materials.
- 10) I will provide students with IEPs and Section 504 Plans with the accommodations or modifications listed in their IEPs and Section 504 Plans.
- 11) I will make sure testing materials are out of reach to students when correcting constructed response items. Students will not be able to assist in the scoring of these items.
- 12) I will follow security rules for distribution and returning of secure assessment s and test materials as directed.

Signature

Date

Name

Title

School



Middle School Mathematics Placement Assessment  
Variations, Accommodations and Modifications for Students  
with Disabilities and English Learners

Testing variations, accommodations, and modifications are used if a student requires a testing condition that differs from the standardized materials, directions, and/or procedures. Accommodations or modifications should be used only when the students cannot take the tests unless these adaptations are made. The variations, accommodations and modifications used for testing must be used as part of the ongoing instructional program for the student. They should not give the student an unfair advantage or be used to improve a student's score. Most students with disabilities should be able to take the tests with no accommodations or modifications. Students using an alternative curriculum will not take the assessment.

The California Department of Education has identified three categories of variations, accommodations and modifications.

**Category 1 testing variations** are available for any student who regularly uses them during classroom instruction. Category 1 includes variations such as:

- Using a marker or mask to maintain their place or using a color overlay
- Having directions clarified or signed for the deaf
- Testing a student individually
- Using adaptive furniture, study carrels or special lighting

**Category 2 accommodations** are allowed for students who have these accommodations included in their IEP or Section 504 Plan for use on assessments and for use during classroom instruction. Category 2 accommodations include:

- Large print or Braille versions of the test
- Marking responses in the test booklet and having an employee of the school transcribe the student responses to a scorable answer document
- Having math, history-social science, or science questions read aloud

**Category 3 modifications** change the construct of the test and may only be used for students with IEPs or Section 504 Plans that list these modifications for classroom instruction and assessments. Category 3 modifications include:

- Having a test examiner read reading/language arts test questions to the student (Check the matrix to verify this category for the test being administered)
- Allowing a student to use a calculator on a math test when calculators are not allowed for the test

## Appendix B (cont'd)

**Accommodations for English Learners** are allowed on some tests. These accommodations include:

- Translating the directions (No questions may be translated)
- Additional supervised breaks within a test day or following a section of the test provided that the test section is completed within a test day
- Access to translation glossaries/word lists (English-to-primary language)
- Glossaries/word lists shall not include definitions or formulas

Note: For additional information about Testing Variations, Accommodations and Modifications go to <http://www.cde.ca.gov/ta/tg/sa/>

## School Schedule Template

Schools should develop their school-specific schedule for the Middle School Math Placement Assessment within the testing window (May 23-June 3, 2016).

Name of School:	
-----------------	--

Date	Time	Room or location	Test Administrator (First & Last Name)	Proctor (First & Last Name)	# Students Testing	Gen ED, SPED, or EL

## Troubleshooting /Connection Loss Scenarios

This document provides guidance and/or troubleshooting for Test Administrators and Teachers on common issues regarding the online test administration. This is not an exhaustive list.

If you have questions or concerns or need additional assistance please contact the LAUSD IT Helpdesk at (323) 224-2450 or Amplify Customer Services at (800) 823-1969 or by email at [help@amplify.com](mailto:help@amplify.com).

### Troubleshooting

Please remember that the online system is equipped with an Auto Save function. If for any reason the student does not complete the test, their progress has been saved, and the test may be resumed.

Issue	Resolution
iPad freezes	<ul style="list-style-type: none"> <li>Power the iPad down and reboot</li> </ul>
iPad loses wireless connectivity  <b>*Please Note:</b> When a student loses Internet connectivity, a pop up screen will come up letting them know they have no connection. HOWEVER, if they continue entering answers without restarting and connecting, their answers will not be recorded.	<ul style="list-style-type: none"> <li>Stop testing until connectivity resumes</li> <li>Have the student log back in and resume the test</li> </ul>
School's network is down	<ul style="list-style-type: none"> <li>Reschedule testing</li> </ul>
Missing student ticket	<ul style="list-style-type: none"> <li>Contact your Local District Math Coordinator</li> </ul>
Cheating concerns	<ul style="list-style-type: none"> <li>Use dividers between devices that are close together.</li> <li>Have desks all face the same direction and make sure they are equally spaced in classrooms.</li> </ul>
Student needs to leave or be removed from the testing room without completing the test.  (i.e. behavior issues, emergency reasons, medical issues)	<ul style="list-style-type: none"> <li>Have the student click on "Finish Later"</li> <li>Have the student resume the test during the make-up session</li> </ul>
Student clicks the "End Test" by accident	<ul style="list-style-type: none"> <li>Contact your Local District Math Coordinator</li> </ul>

### Connection Loss Scenarios

Internet connectivity is essential for successful online assessment administrations. However, we understand that from time to time, students will lose their internet connection while testing. Below is an overview of connection loss scenarios that a student might encounter while using Online Assessment Administration, and how to respond to those scenarios.

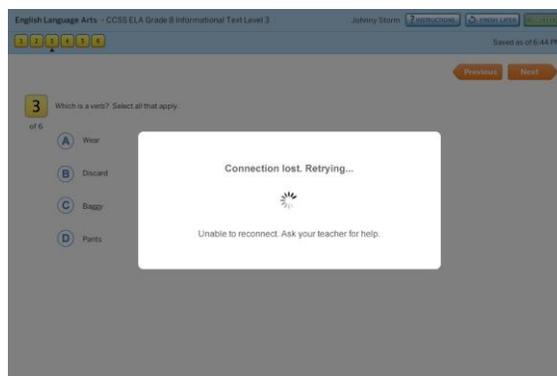
## Appendix D (cont'd)

Please note that **online assessments are automatically saved and backed up** during testing:

- For *multiple choice* questions, student work is saved every 5 seconds while the students are working, and again every time a selection is made to ensure that all recent answers are captured.
- For *constructed response* questions, student work is saved every 30 seconds while students are working and editing their work, and again when the student leaves the constructed response text box.
- If a save ever fails, the system will automatically re-try every second until it succeeds in saving, or until the student leaves the page. (If the student leaves the page, the last saved version of the CR will be saved, but some recent changes will be lost).

### Scenario 1: Student loses internet/ test connection

When a student loses his/her internet connection, a pop-up will appear that says, “Connection lost. Retrying...” The system will retry for 30 seconds and if the internet connection cannot be restored within that time frame, a second message will appear on the pop-up that says “Unable to reconnect. Ask your teacher for help.” Students will not be able to close that pop-up, and it will not go away until the internet connection has been restored.



*Addressing this scenario:*

- Prior to online testing, please instruct all of your students to call their teacher over if this pop-up appears.
- The teacher/proctor should help the student re-connect to the internet.
  - If the connection is restored, the pop-up will go away and the student can continue testing and submit their test when finished.
  - If the connection cannot be restored at that time, the teacher can close the browser and have the student log in at a later time/date when the internet connection is restored. The last-saved version of the test prior to the lost connection is what will be saved when the student logs back in to continue testing; so if the student lost their internet connection after finishing question 10, they will log back in once they have a connection and begin testing with question 11 (they will also have the option to change any of their answers to questions 1-10).

### Scenario 2: Student loses internet/ test connection, stops testing and the last date of testing arrives

If a student loses their internet connection during testing, and is unable to re-connect and/or to log back in before the final day of the assessment window, they will see a pop-up message when they log back in saying that assessment is disabled due to the date. Any answers that were auto-saved

## Appendix D (cont'd)

before the lost internet connection will be submitted to mCLASS:Beacon, and answers to Multiple Choice that were not answered will appear with exclamation points in mCLASS:Beacon, looking like the question was skipped or incomplete.

### *Addressing this scenario:*

- You can print the PDF version of the test from the Assessment Coordinator website, and have the student answer his/her remaining questions on paper.
- Then you or the teacher can log in to mCLASS:Home and use the online Teacher Scoring Tool to input the student's answers from the paper test.
- Constructed Response answers can still be retrieved (if saved) and can be scored by the teacher at a later date.

### **Scenario 3: Student does not click “End Test” and instead just closes out of the browser or closes the device.**

We recommend that you have your students call the proctor over when they have finished the assessment so that the proctor can be there when they submit the test to verify that all questions have been answered and that the assessment is submitted properly. However, there will be instances where students simply close the browser or close the device when they have finished testing.

### *Addressing this scenario:*

- If a student does not click “End Test” the last saved version of their test will be saved. This means all of their answers will have been saved with the exception of any work that was completed within the last 30 seconds for a Constructed Response (5 seconds for a Multiple Choice).
- Have the student log back in to the online assessment page and verify that all of their answers have been saved.
- Have the student click “End Test” to submit their answers, and then log out of the Online Assessment Administration page.

**Reminder: All students should log out of their Online Assessment Administration page when they have completed testing.**

## Middle School Mathematics Placement Assessment – Online Administration

### Accessing mCLASS Beacon – Logging in

Step 1: Go to [www.mclasshome.com/wgen/lausd](http://www.mclasshome.com/wgen/lausd) and log in with your LAUSD Single Sign On. If your Single Sign On is **jsmith**, enter **jsmith** in the username field. Enter the password associated with your Single Sign On in the password field.



### Accessing mCLASS Beacon – Printing Student Tickets

Step 1: After you log in to mCLASS Beacon, click the **mCLASS: Beacon** icon.



Step 2: Once in Beacon, click the **Assignments** link.



Step 3: Once on the Assignment Page, click the appropriate test:  
**Math 6 Placement.**

Assignment	Assigned by	Testing window
03/04/16 - CCSS Math Grade 7: 7.NS.A Add and Subtract Rational Numbers (Form B)	me	Mar 4 - Mar 9
10/12/15 - CCSS ELA Grade 5 (.171) Understanding Informational Text	ORTIZ, MARIA	Oct 12 - Oct 30
10/12/15 - CCSS ELA Grade 6 (.171) Understanding Informational Text	ORTIZ, MARIA	Oct 12 - Oct 30
10/08/15 - CCSS ELA Grade 6 (.171) Understanding Informational Text	ORTIZ, MARIA	Oct 8 - Nov 30

**Step 4:** Once you have chosen the math test, click **View Logins** in the student logins column.

Assigned to Student Logins ?

▼ LAUSD

▼ District Training

▼ Training School View Logins

▼ Demo TeacherD View Logins

**Step 5:** If this the first time you are generating student tickets, click “**Generate all**” to populate student Usernames and Identifiers (passwords). Note, “Generate all” will not appear if student tickets have been generated before.

Generate all \* | Print all | Reset all

\* Assigns user names and identifiers to students who do not already have them.

Showing records 1-15 of 15.

Last Name	First Name	Grade	Homeroom	Primary ID	Username	Identifier	
Alexander	Ricky	6		f9621bb065f642898...			<a href="#">Create</a>
Arnold	Edward	6		408b1caf87aa41fcb...			<a href="#">Create</a>
Beattie	Joseph	6		789a0291ca524ccc8...			<a href="#">Create</a>
Bogdan	Jesse	6		27c2c7a703014be1b...			<a href="#">Create</a>
Cargill	Bradley	6		d80e8ee23a5a4ac49...			<a href="#">Create</a>

**Step 6:** Click **Print all** to open screen with student tickets.

Generate all \* | Print all | Reset All

\* Assigns user names and identifiers to students who do not already have them.

Showing records 1-15 of 15.

Last Name	First Name	Grade	Homeroom	Primary ID	Username	Identifier	
Brinkmann	Mike	6		435f657e0d5342e68...	mbrinkmann1	soap5buttermilk	<a href="#">Print</a>   <a href="#">Reset</a>
Cassidy	Evelyn	6		102041d0946542a1a...	ecassidy	knee1clam	<a href="#">Print</a>   <a href="#">Reset</a>
Couch	Johnnie	6		6742c8c30c464ee09...	jcouch	vermicell0tongs	<a href="#">Print</a>   <a href="#">Reset</a>
Eaton	Donna	6		edcc804d58c54b58a...	deaton2	beef0tulsa	<a href="#">Print</a>   <a href="#">Reset</a>
Fincher	Myrtle	6		969d277c1e4e470f8...	mfincher	yoik1cajun	<a href="#">Print</a>   <a href="#">Reset</a>

**Step 7:** Print and cut the student tickets

- Give to students during the assessment to log in.
- Collect the tickets before the students leave the classroom.

Student	Website	Username & Identifier
Brinkmann, Mike	https://mclasshome.com/harbor/studentLogin	Username: mbrinkmann1 Identifier: soap5buttermilk
Cassidy, Evelyn	https://mclasshome.com/harbor/studentLogin	Username: ecassidy Identifier: knee1clam

## Amplify mCLASS® Beacon Logging In and Scoring Constructed Response Items

### Directions for Logging in to mCLASS Beacon

**Step 1:** Go to [www.mclasshome.com/wgen/lausd](http://www.mclasshome.com/wgen/lausd) and log in with your LAUSD Single Sign On.

If your Single Sign On is jsmith, enter jsmith into the username field. In the password field, enter the password associated with your Single Sign On into the username field.



### Accessing mCLASS Beacon

**Step 2:** Once you are logged in, click the **mCLASS: Beacon** icon.



### Scoring Constructed Response Items

**Step 1:** After students have completed the tests and you are ready to score Constructed Response items, log in to mCLASS, click the Beacon icon, then click the Assignments link.



**Step 2:** Click the **Enter Scores** button to the right of the Assignment you want to view/ score.



## Appendix F (cont'd)

**Step 3:** Click an item to see the item, rubric, and all student responses. If you'd like to see the rubric while you score, make the windows smaller and place them side-by-side. Note how the names of students who have completed the assignments are clickable links.

**Note:** Individual student work can be accessed by clicking on the student's name at the top of the chart.

The screenshot displays the assessment interface. On the left, a list of items is shown with their types and counts. The main area is a grid where each cell represents a student's response to an item. The students' names are listed at the top of the grid, including Patricia Porelke, Mike Burman, Evelyn Casady, Johnnie Couch, Donna T. Babin, Myra Frazier, David Harvey, David Hernandez, Sallie Hicks, Margaret Hene, Tony Jackson, Luaine Kalamy, Debra Ann Ouel, Amy Rossmo, Brian Stover, and Eugene Wainwright. On the right, a rubric for a specific item is shown, detailing the characteristics of responses at different levels (3 and 4).

**3** The response demonstrates a strong understanding, but the work contains minor errors. A level 3 response is characterized by:

- A correct answer for part A;
- An explanation for part B that shows strong understanding but may contain errors or be incomplete;
- Work and explanation for part C that are incomplete or contain one or two minor errors;
- An answer for part C that is correct or completely consistent with errors in the shown work.

**4** The response demonstrates a high level of understanding. A level 4 response is characterized by:

- The correct answer in part A, namely 19 to 12 or any equivalent ratio, such as 9 to 6, 6 to 4, 3 to 2, etc. Ratios may also be written in the form  $\frac{3}{2}$  or  $\frac{9}{6}$ ;
- A correct explanation in part B similar to "The two prices quoted refer to different numbers of gallons of paint. To compare them you first calculate their unit rates. This is the cost per one gallon of paint, and it can be found by dividing each price by the number of gallons it represents. The unit rate for Store X is  $\$1025 \div \$22.45$ , and the unit rate for Store Y is  $\$1748 \div \$21.75$ . Since  $\$22.45 > \$21.75$ , Store Y offers a better value."
- The correct answer in part C, namely \$336;
- A correct explanation for part C, similar to "Since 5 gallons of paint cost \$112, you can set up the ratio  $\frac{\$112}{5}$  to find the price of 16 gallons, you can use a proportion, setting the first ratio equal to 16x. The unknown can then be found by cross multiplying and solving for x. In this case, though, since you multiply 5 by 3 to get 15, you can also multiply \$112 by 3 to find the unknown price. It is \$336."

**Patricia Andre\_Pra-K's response**  
No response available. This student either wrote the answer on paper or did not submit a response.

**Carl Asplein\_Pra-K's response**  
No response available. This student either wrote the answer on paper or did not submit a response.

**Richard Asst\_K's response**  
No response available. This student either wrote the answer on paper or did not submit a response.

**Ann Aemerson\_K's response**  
No response available. This student either wrote the answer on paper or did not submit a response.

**Step 4:** Score the student's work by inserting the appropriate rubric value next to the CR question. Then click **Save**.

The screenshot displays the assessment interface. At the top, the section/class is set to "Grade 6 Math 1". A list of students' names is shown at the top of the grid, including Patricia Porelke, Mike Burman, Evelyn Casady, Johnnie Couch, Donna T. Babin, Myra Frazier, David Harvey, David Hernandez, Sallie Hicks, Margaret Hene, Tony Jackson, Luaine Kalamy, Debra Ann Ouel, Amy Rossmo, Brian Stover, and Eugene Wainwright. The grid shows responses for items 1 through 7. Item 7 is a Constructed Response (CR) question. At the bottom, a legend defines the response types: CR = Constructed Response, MC = Multiple Choice, and MCA = Multiple Correct Answers. There are also buttons for "Back to Assignments" and "Save".

**CR = Constructed Response MC = Multiple Choice MCA = Multiple Correct Answers**

[Back to Assignments](#) [Save](#)

# Amplify.

For more info visit [amplify.com](https://www.amplify.com)

Corporate:

55 Washington Street

Suite 900, Brooklyn

NY 11201-1071

212.796-2200