

WORCESTER PUBLIC SCHOOLS

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From: Jeffrey J. Mulqueen, Chief Academic Officer
RE: MCAS Fact Finding Investigation and Results

I received a copy of an undated letter from an anonymous source that outlined concerns about the spring 2010 administration of MCAS at Belmont Community School. The letter sufficiently documents concerns including a description of the alleged incidents, the name of the school and the name of individuals involved. Consequently, this letter provided enough detail to warrant a local fact finding investigation.

There are two issues raised as concerns in the letter.

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED] I contacted Roberta Bennett at the Massachusetts Department of Elementary and Secondary Education to ensure [REDACTED] aligned with MCAS standards for test administration. She referenced the Principal's Administration Manual, Spring 2010.

- A principal is responsible for training all test administrators in proper MCAS procedures as identified in their manual and in the Test Administrator Manual.
- No test administrator or other school personnel may view the contents of test or answer booklets before, during, or after a test administration.
- No test administrator or other school personnel may review student responses during or after a test administration.
- No test administrator or other school personnel may coach a student during testing or alter or interfere with a student's response in any way.
- A student may not return to a previously administered session of a test after that test session was completed.
- A test administrator or other school personnel may not view a test before, during, or after testing.
- No test administrator or other school personnel may participate in, direct, counsel, assist in, or fail to report any of the acts prohibited in this section (of the Principal's Administrator Manual).

To summarize my conversation with Roberta Bennett, she indicated that no one is allowed to review student work. Test proctors must comply with the script provided. Any add-lib to the script is prohibited. This includes making suggestions or comments to students.

Failure to adhere to the procedures and regulations outlined in the Test Administrator's Manual and Principal's Administrator Manual jeopardize a professional's licensure and put staff members in difficult situations.

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

- [REDACTED]