

Alternate MCA Student Readiness Tools

Supplemental Information

Alt MCA SRTs Overview

This guide is intended to provide Test Administrators with additional detailed information about the Alternate MCA (Alt MCA) online testing platform (TestNav) and the layout, tools, and test settings covered in the online Alternate MCA Student Readiness Tools (SRTs) overview video. For 2025-26, Reading and Science Alt MCA SRTs are available for students taking online, paper, or hybrid administrations of the Reading and/or Science Alt MCAs. An additional Alt MCA SRT will be available for the first administration of the Mathematics Alt MCA in 2027-28. This guide currently reflects information specific to the Reading and Science Alt MCA content.

To locate a term or interface element, press Ctrl + F and enter it into the search bar of the Find box. For example, if searching for information about the Progress Bar, type “Progress Bar” into the search bar of the Find box and select Enter. The document will jump to that section of the guide, or you may have to select the Previous or Next buttons to navigate to the applicable section.

Note: Text-to-speech (TTS) is available throughout the online SRTs for students who want or need audio support.

Alt MCA SRTs Layout

The Alt MCA SRTs includes an overview video and sample tests that provide students and Test Administrators opportunities to interact with the navigation, sample test content, tools, and test settings to prepare students for an online administration of the Alt MCAs. Test Administrators may also review the Alt MCA SRTs to help them make decisions about test administration modes and to prepare for test administration of the Alt MCAs. Alt MCA SRT users will watch the overview video and then select the Reading Online Form and/or Science Online Form buttons to open the sample tests shown in the video. Users can review the overview video at any time.

General Overview of the Alt MCAs

The Alt MCA SRTs provide an overview of the Alt MCAs and how students and Test Administrators will progress through the test from start to finish. The table below provides general information about each step of testing.

General Overview

Login and Set Up

The Alt MCA SRTs video contains instructions for logging in to the online Alt MCAs. However, users will not be able to practice logging in to the online Alt MCA SRTs.

TestNav
Minnesota

Username

Password

Sign In

Test Audio

After logging in, the initial Test Settings screen appears. Test Administrators can adjust the various settings to tailor the testing experience to meet the student’s individual needs. These settings affect the accessibility and functionality of the test, such as the test’s appearance and which tools are available. Once all test settings are selected, the Test Administrator selects Save and Close to enter the test.

Test Settings

General Testing

Progress Mode

Zoom

Contrast Settings

Mouse Pointer

Tools

Answer Masker

Line Reader Mask

Line Reader

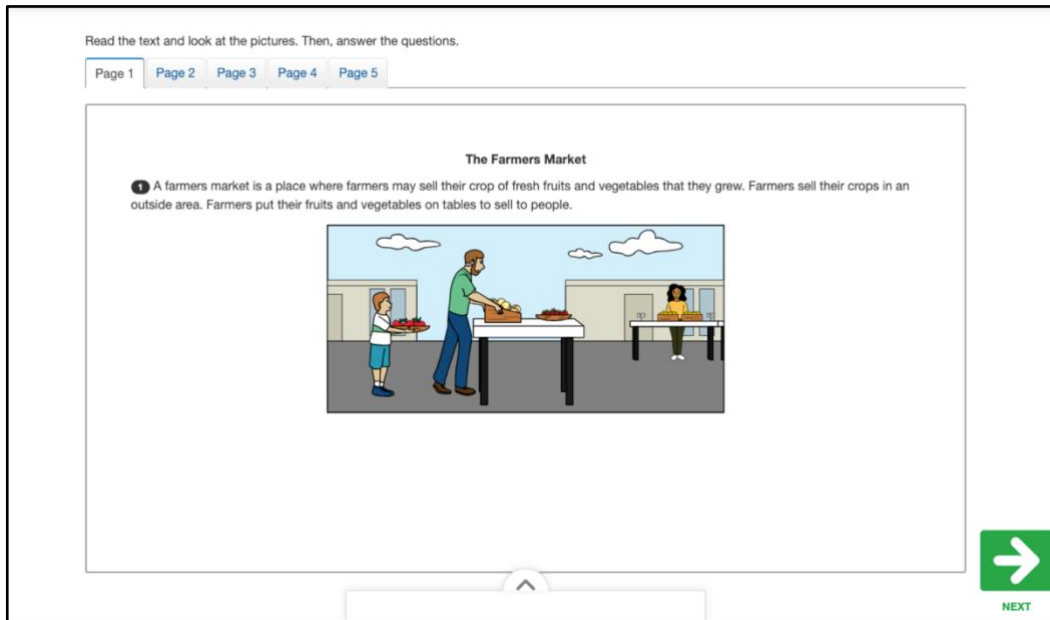
Save and Close

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October 2025

Test Layout and Components (Reading)

An independent passage containing text and graphics appears first. Each paragraph and accompanying graphic are contained in separate, numbered Page tabs. Instructions are included at the top. The independent passage is followed by a set of related questions, with the passage repeated above each question.



The student or Test Administrator (test navigator) will first read the instructions and the independent passage, including the text on the images. To read the entire passage, select the numbered Page tabs to access each paragraph and accompanying graphic.

The test navigator will then advance in the test using the Next button on the bottom right side of the screen to view and respond to the related questions in order. The passage is repeated in scrollable boxes above each test question so test navigators can reference it while responding to the questions. When a question references a specific paragraph number, the Page tab containing that paragraph will be considered Active and will automatically be shown. The paragraph should be read first and then the question. For data entry purposes, the Back button on the bottom left side of the screen is available for Test Administrators who are entering student responses after a paper administration of the test. Students, however, are not allowed to return to previously answered questions to view or change their responses; they must respond to the questions in the order presented in the Alt MCA.

Test navigators can access various test features, including settings and tools, in the Test Panel at the bottom of the test. By default, the Test Panel appears open upon entering the test.

General Overview

Page 1 Page 2 Page 3 Page 4 Page 5

The Farmers Market

1 A farmers market is a place where farmers may sell their crop of fresh fruits and vegetables that they grew. Farmers sell their crops in an outside area. Farmers put their fruits and vegetables on tables to sell to people.

What is sold at a farmers market?

☐ A. Computer

☒ B.

Admin Progress Tools Listen

BACK NEXT

In the Progress Bar, which can be accessed from the Test Panel, each passage is marked with an info icon, and each test question is numbered. Passages and test questions that have been viewed are shaded in. Test Administrators can see which passages and test questions have been viewed using the Scroll backward and Scroll forward arrows on either side of the list. Students, however, must respond to the questions in order and cannot return to previously answered questions to view or change their responses.

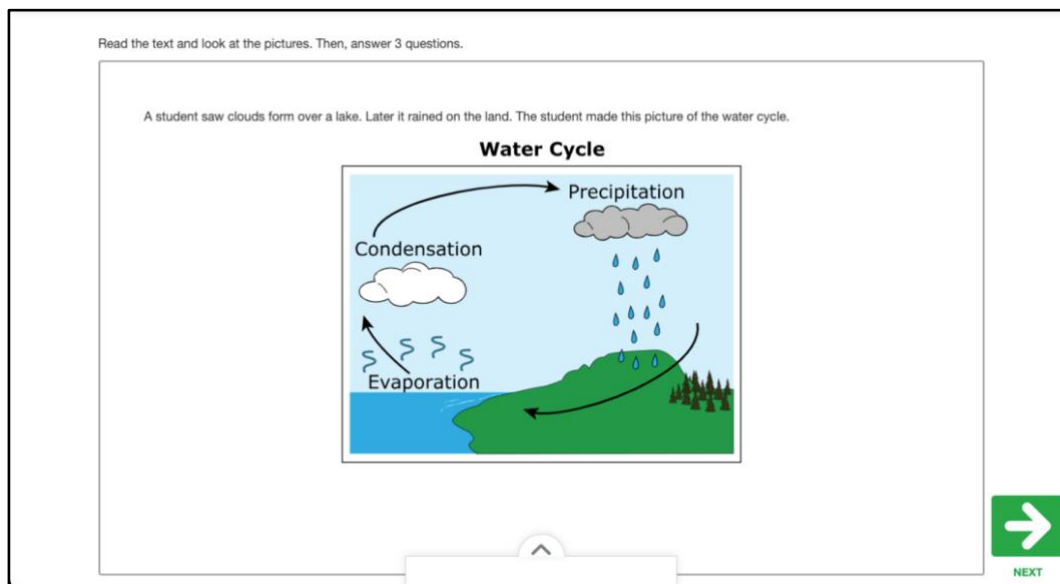
Note: When completing data entry for a paper administration, Test Administrators can use the Progress Bar to identify question numbers and verify student responses, as the numbering in the Data Collection Form matches the numbering in the Progress Bar of the online test.

2 of 6

< [i] 1 [smiley] 2 NR 3 [i] 4 5 >

Test Layout and Components (Science)

An independent phenomenon containing text and graphics appears first. Instructions are included at the top. The independent phenomenon is followed by a set of related questions, with the phenomenon repeated above each question.



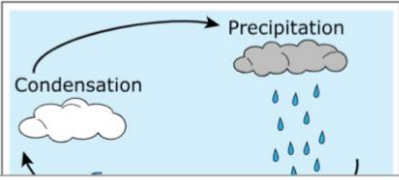
The student or Test Administrator (test navigator) will first read the instructions and the independent phenomenon, including the text on the image. The test navigator will then advance in the test using the Next button on the bottom right side of the screen to view and respond to the related questions in order. The phenomenon is repeated in a scrollable box above each test question so test navigators can reference it while responding to the questions. For data entry purposes, the Back button on the bottom left side of the screen is available for Test Administrators who are entering student responses after a paper administration of the test. Students, however, are not allowed to return to previously answered questions to view or change their responses; they must respond to the questions in the order presented in the Alt MCA.

Test navigators can access various test features, including settings and tools, in the Test Panel at the bottom of the test. By default, the Test Panel appears open upon entering the test.

General Overview

A student saw clouds form over a lake. Later it rained on the land. The student made this picture of the water cycle.

Water Cycle



What picture shows rain?

☐ A. 

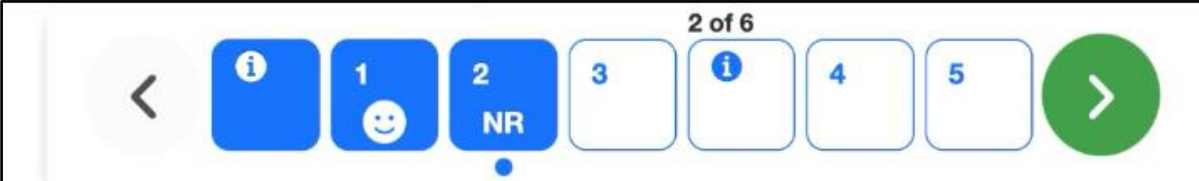
☐ B. 

At the bottom of the interface, there are four icons: a person with a gear (Admin), a checklist (Progress), a wrench and screwdriver (Tools), and a speaker (Listen). On the far left is a green button with a left arrow labeled 'BACK', and on the far right is a green button with a right arrow labeled 'NEXT'.

In the Progress Bar, which can be accessed from the Test Panel, each phenomenon is marked with an info icon, and each test question is numbered. Phenomena and test questions that have been viewed are shaded in. Test Administrators can see which phenomena and test questions have been viewed using the Scroll backward and Scroll forward arrows on either side of the list. Students, however, must respond to the questions in order and cannot return to previously answered questions to view or change their responses.

Note: When completing data entry for a paper administration, Test Administrators can use the Progress Bar to identify question numbers and verify student responses, as the numbering in the Data Collection Form matches the numbering in the Progress Bar of the online test.

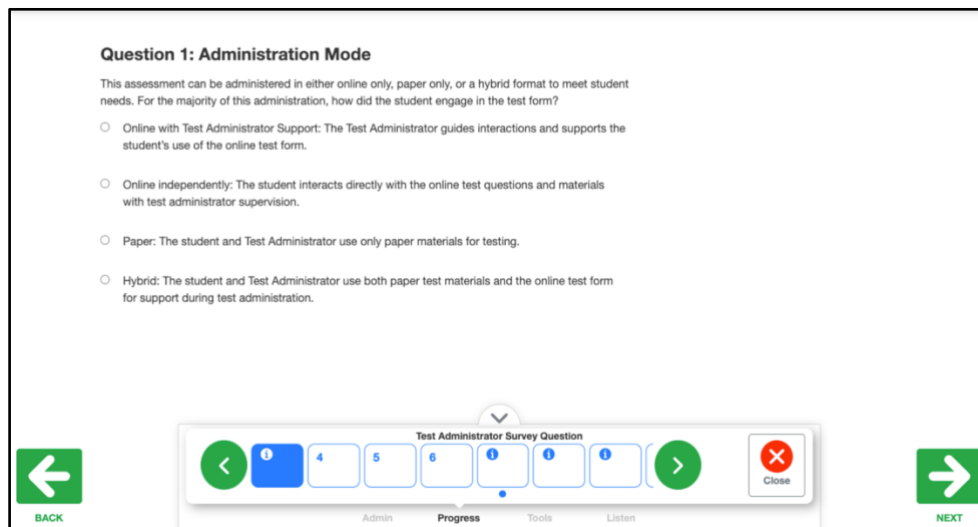
2 of 6



General Overview

Test Administrator Survey

After the student has provided a response to all test questions, the Test Administrator will answer two questions about how the test was administered to the student. The first question will ask about the assessment's Administration Mode. The second question will differ based on the subject of the assessment: Reading Alt MCA or Science Alt MCA. There is also a section for the Test Administrator to provide feedback on future test administration needs.



Question 1: Administration Mode

This assessment can be administered in either online only, paper only, or a hybrid format to meet student needs. For the majority of this administration, how did the student engage in the test form?

- ☐ Online with Test Administrator Support: The Test Administrator guides interactions and supports the student's use of the online test form.
- ☐ Online independently: The student interacts directly with the online test questions and materials with test administrator supervision.
- ☐ Paper: The student and Test Administrator use only paper materials for testing.
- ☐ Hybrid: The student and Test Administrator use both paper test materials and the online test form for support during test administration.

Test Administrator Survey Question

BACK

Admin Progress Tools Listen

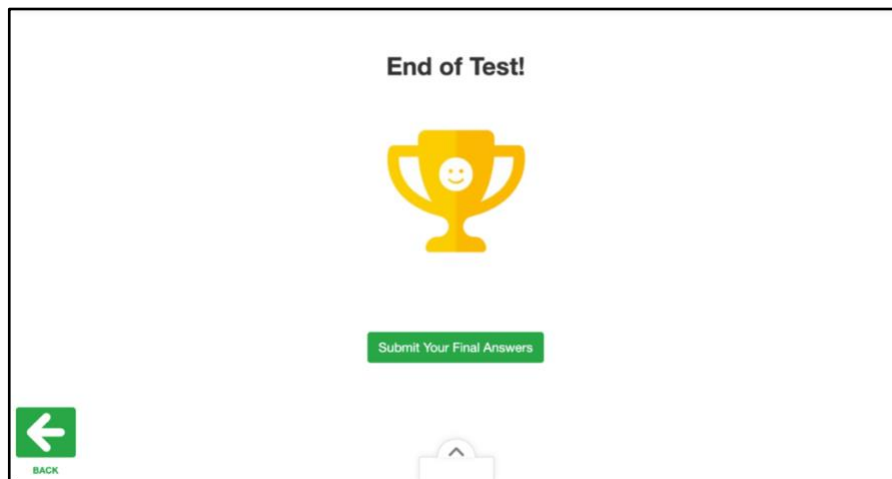
Close

NEXT

Submitting Answers

When all student and Test Administrator questions have been given a response, all answers must be submitted to complete the test.

On the End of Test screen, select Submit Your Final Answers, then confirm by selecting Yes, Submit Final Answers.



End of Test!

Submit Your Final Answers

BACK

Test Settings

After logging in to the test, Test Administrators can adjust the General Testing and Tools settings on the initial Test Settings screen. The table below provides information about each testing setting option.

Note: Test settings can be accessed at any time during the test by selecting the Admin button in the Test Panel and then selecting Test Settings.

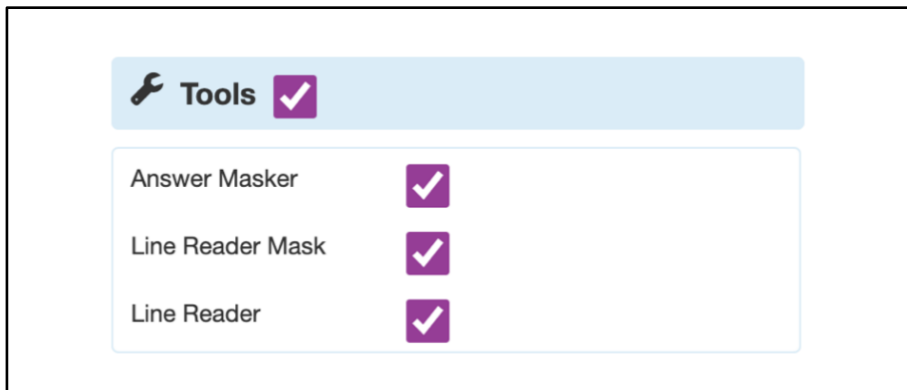
Test Settings	
General Testing Settings General Testing includes accessibility settings that affect the appearance of the test and provide access to the Progress button in the Test Panel. Progress Mode: Select the checkbox to enable access to the Progress Bar via the Progress button in the Test Panel. Zoom: Select the magnification level (100%-500%) of the test content. The recommended maximum magnification level is 120% for compatibility with all tools. - The Alt MCA SRTs video contains information on Zoom settings. However, users will not be able to practice using the Zoom dropdown in the Alt MCA SRT online forms as shown in the video. Test navigators will be able to engage with these Zoom features on the Alt MCAs. - Test navigators using a device with an external keyboard can use zoom shortcuts to more precisely control the level of magnification (For PC: Ctrl+, Ctrl-, Ctrl0; For Mac: Cmd+, Cmd-, Cmd0). Test navigators using a touchscreen device can pinch the screen to zoom. Contrast Settings: Select from a variety of foreground and background color combinations to enhance clarity and readability of the test content. Mouse Pointer: Select the size and color of the pointer on the test. General Testing Progress Mode ☒ Zoom 100% Contrast Settings Black text on White (Default) Mouse Pointer System Default	

Test Settings

Tools Settings

Select the checkbox next to each tool to enable or disable it. When one or more tools are enabled, the Tools button appears in the Test Panel.

Uncheck the Tools header checkbox to disable all tools and hide the Tools button in the Test Panel.



The image shows a screenshot of the 'Tools Settings' interface. At the top, there is a light blue header bar with a wrench icon, the word 'Tools', and a checked checkbox. Below this header is a white container with a light blue border. Inside this container, there is a list of three tools: 'Answer Masker', 'Line Reader Mask', and 'Line Reader'. Each tool name is followed by a checked checkbox.

Tool	Enabled
Tools	☒
Answer Masker	☒
Line Reader Mask	☒
Line Reader	☒

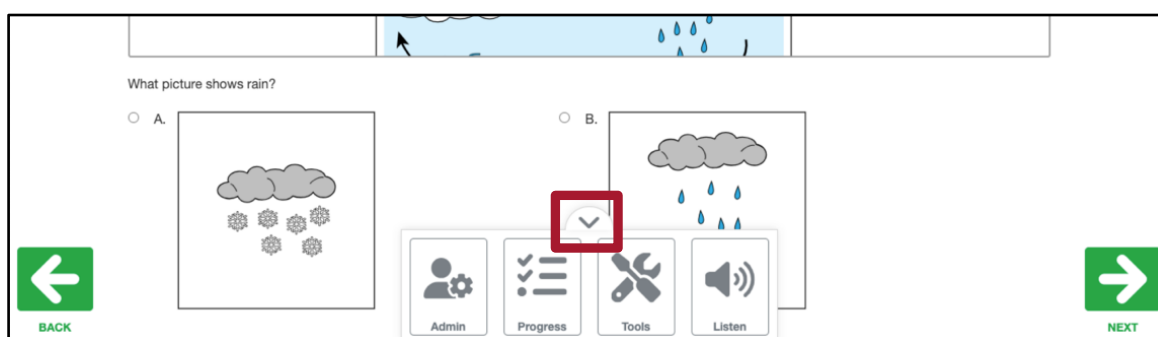
Test Panel

The Test Panel contains all navigational, administrative, and test feature buttons available during testing. It is located at the bottom of the test. By default, the Test Panel appears open.

Navigation

Close/Open Arrow

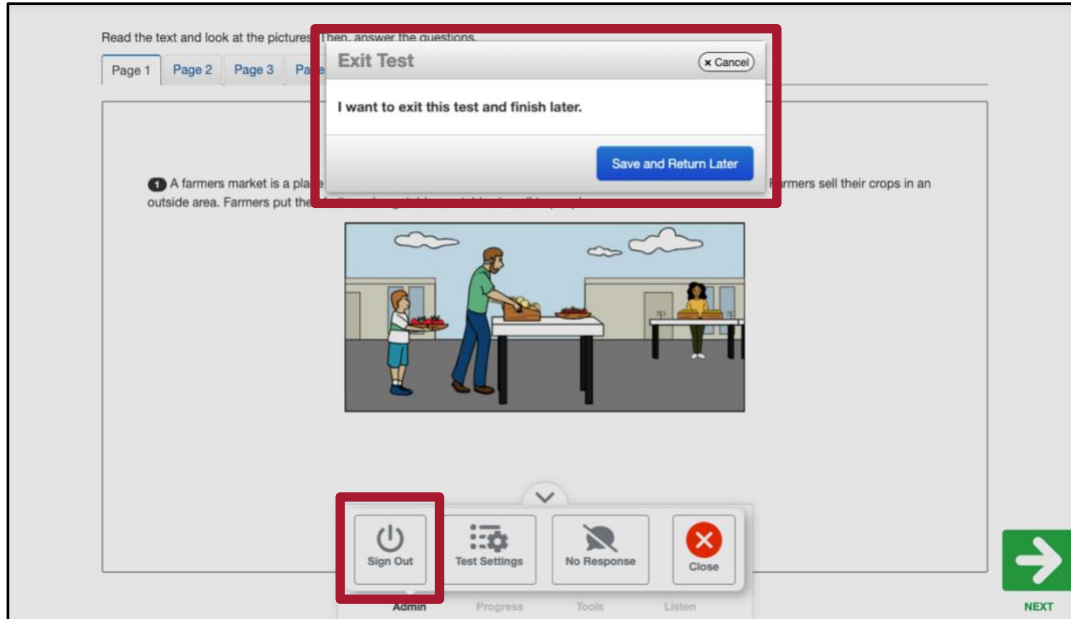
Select the Close/Open arrow at the top of the Test Panel to hide or reveal it. It is recommended to hide the Test Panel while students engage with the question to avoid distraction or visual clutter.



Admin Menu

Sign Out

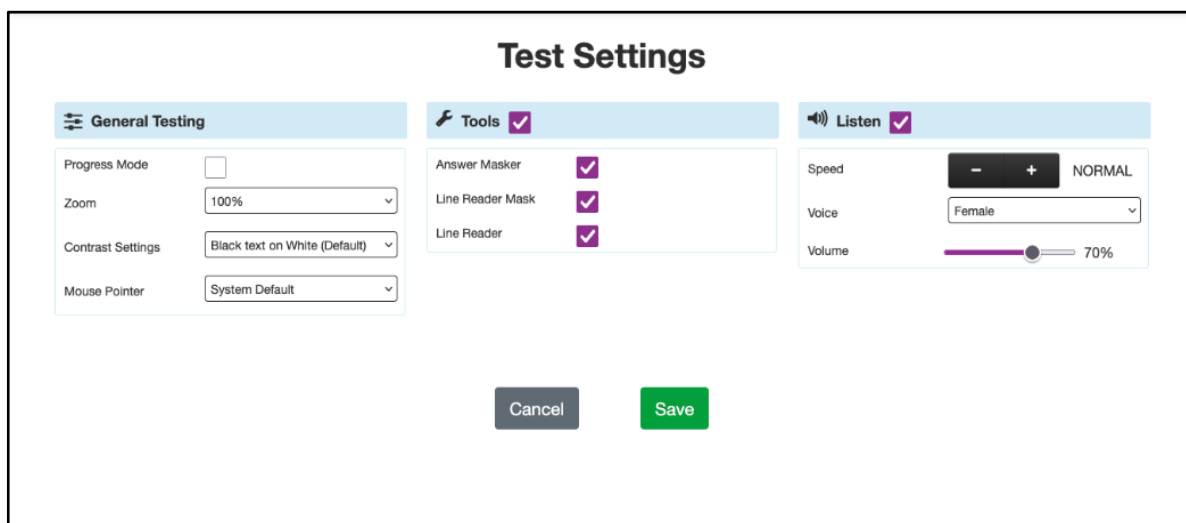
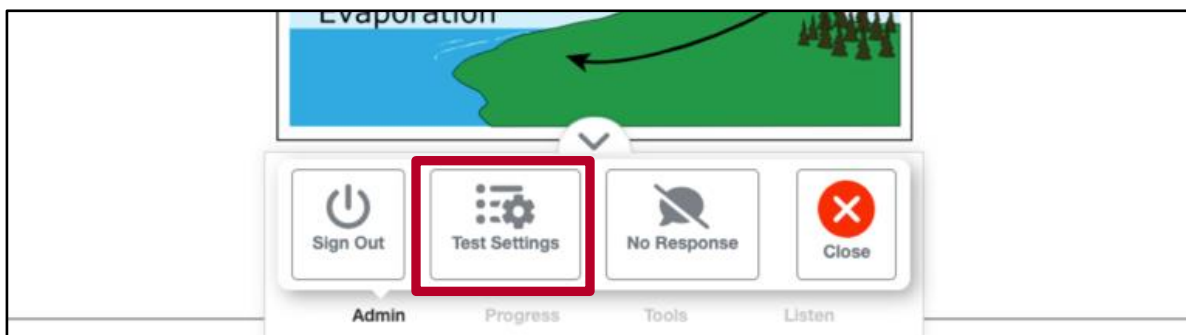
If the student must stop testing before completing the test, select Sign Out. An Exit Test message appears prompting Test Administrators to cancel the action and return to the test or to confirm. To confirm, select Save and Return Later to save the student's responses for the next available testing time.



Admin Menu

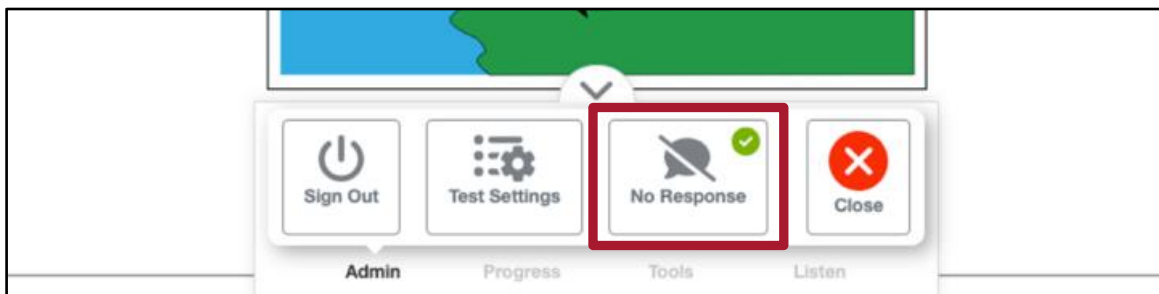
Test Settings

Select the Test Settings button at any time during testing to adjust general test settings and tools. Upon entering the test, text-to-speech settings are also available on the Test Settings screen.



No Response

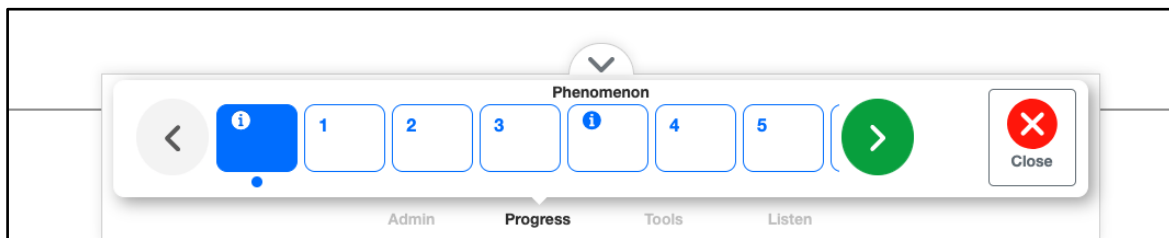
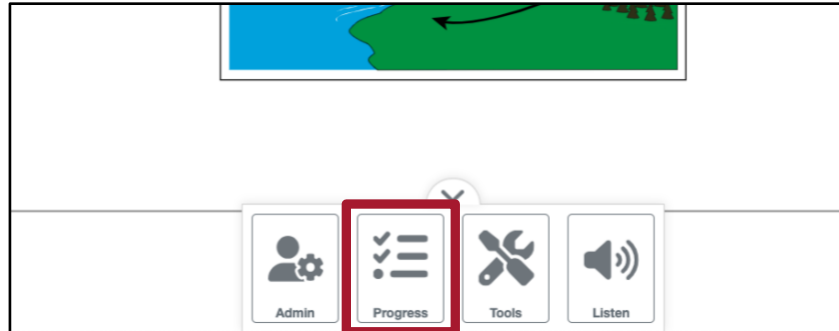
If a student is not engaging with a question, re-present the question to the student. If the Test Administrator's attempts to refocus the student's attention are unsuccessful, they select No Response. A checkmark appears on the No Response button to indicate that it's enabled. The question will also be marked as NR in the Progress Bar.



Progress Bar

Progress Bar

Select the Progress button in the Test Panel to view the Progress Bar. The Progress Bar displays the total number of test questions, which question number the student is on, and which questions have been answered or need to be answered.



If you do not see the Progress button in the Test Panel, select the Admin button, select Test Settings, and then select the Progress Mode checkbox.

Questions, passages/phenomena, and Test Administrator Survey questions (including the Reading Passage Access question) are represented as squares with either a question number or an info icon in the corner. The question numbers align with the question numbering in the Presentation Pages, Task Administration Manual, and Data Collection Form. When completing student response entry for a paper administration, the numbering in the Data Collection Form and Progress Bar can be used together to track and indicate student responses to questions. Use the Scroll backward and Scroll forward arrows on either side of the list to scroll through the content. Select the squares to view the questions, passages/phenomena, or Test Administrator Survey Questions.

Progress Bar

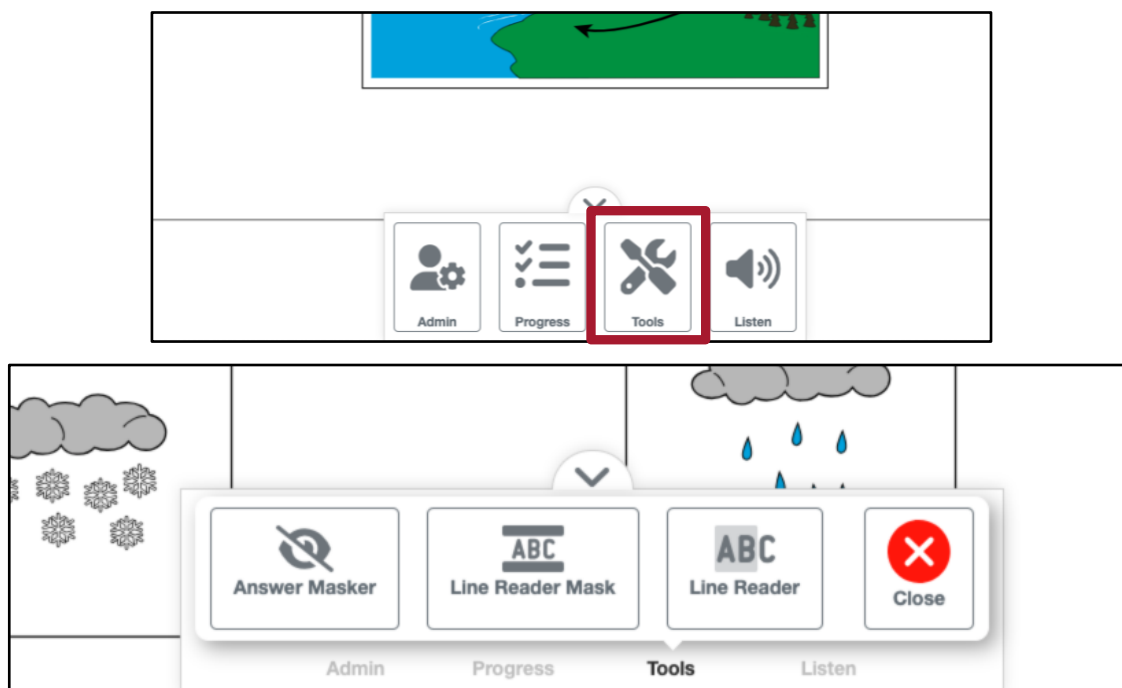
Shading or symbols reflecting the status of each question, passage/phenomenon, and survey question will appear within or below the box.

Passage/ Phenomenon	Not Answered	Current Question	Answered	No Response
 Passages, phenomena, and Test Administrator Survey questions (including the Reading Passage Access question) are labeled with an info icon. Once this content has been viewed, the box appears shaded-in.	 Questions that have not been provided a response appear empty.	 The question currently being viewed is indicated with a dot below the square.	 Answered questions are shaded in and labeled with a smiley face.	 Questions marked as No Response by the Test Administrator are shaded in and labeled with NR.

Tools

Toolbar

Select the Tools button in the Test Panel to view the toolbar. Each tool appears as a button. When any tool button is selected, a checkmark appears to indicate that it has been turned on. Select the button again to turn it off.



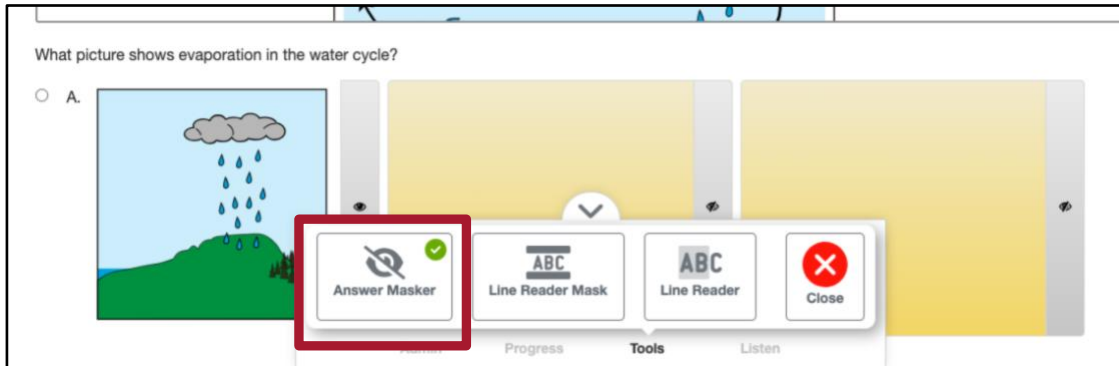
Multiple tools can be used in conjunction, such as the Answer Masker and Line Reader Mask.

If you do not see the Tools button in the Test Panel, select the Admin button, select Test Settings, and then select the Tools header checkbox.

Tools

Answer Masker

The Answer Masker hides answers on the test until the student is ready to view them. This tool may help with maintaining focus, reducing distractions, and managing information overload.



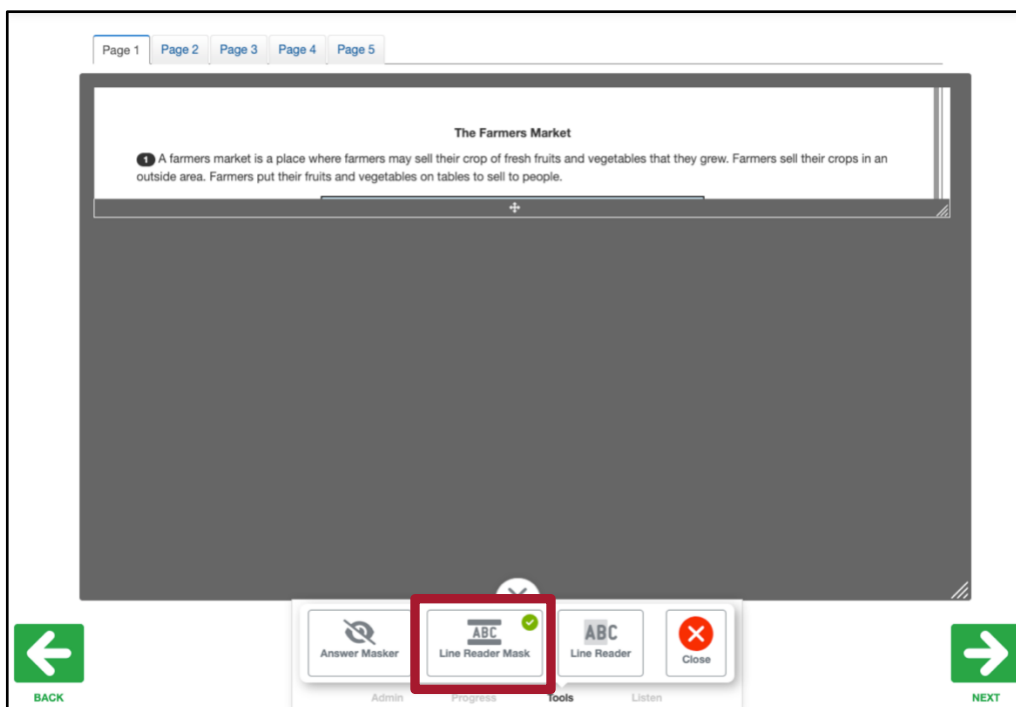
Select the eye icon on each answer choice to hide or view it. Once an answer choice has been selected, the eye icon is disabled, and the answer choice can no longer be hidden.

The Answer Masker does not appear in the toolbar when viewing independent passages/phenomena because no answer choices are present on these pages.

Tools

Line Reader Mask

The Line Reader Mask allows you to hide large parts of the test so students can view smaller portions through a window. This tool may help with concentration, minimizing visual clutter and supporting students who benefit from a structured or guided reading approach.



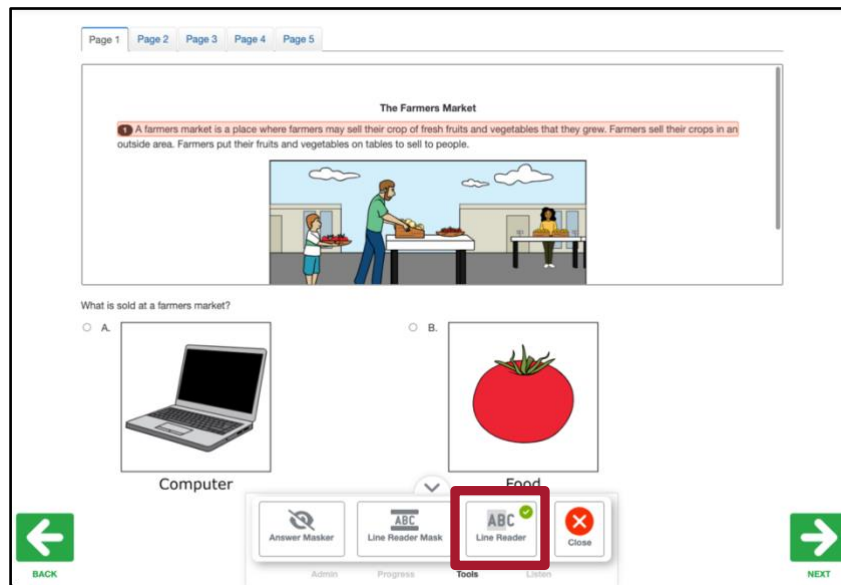
Select and drag the entire tool to move it around the screen. Adjust the size of the mask and window by selecting and dragging the bottom right corners. Select and drag the arrows to move the window as the student reads or views the test content.

Test navigators can continue to scroll through the passage/phenomenon and respond to the questions while the Line Reader Mask is enabled.

Tools

Line Reader

The Line Reader highlights each line of text as it is selected. This tool may help students who benefit from a structured or guided reading approach to focus on or “track” specific lines of text.

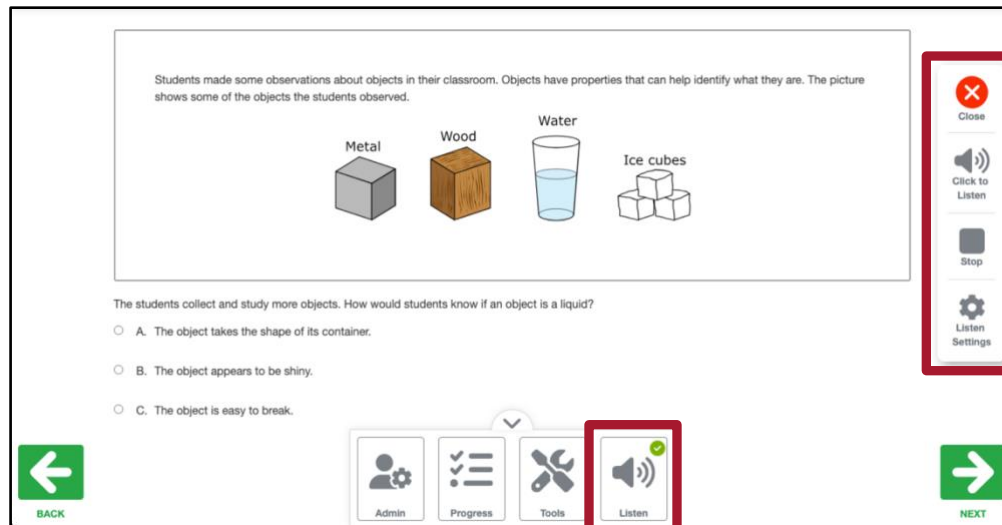


Use the pointer to select different lines of text or use the keyboard arrows to move the Line Reader up and down on the screen. The selected line of text will be highlighted with a lightly shaded box.

Listen (Text-to-Speech)

Listen Player

The Listen player is enabled by default. Select the Listen button in the Test Panel to open the Listen player. To disable the Listen player, select the Admin button, select Test Settings, and then select the Listen header checkbox to remove the checkmark.



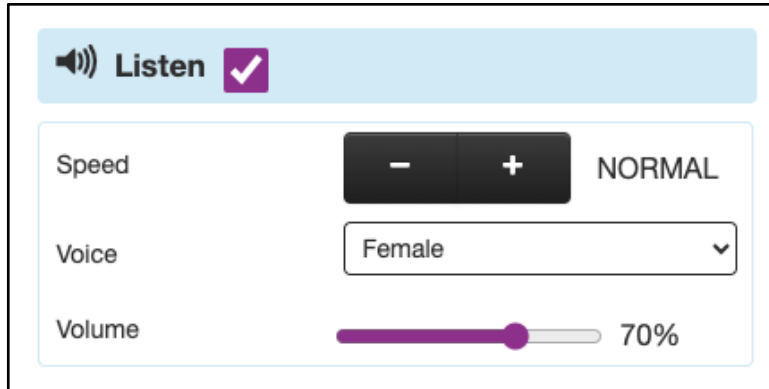
To hear test content read aloud, select the Click to Listen button, then select a line of text. Text-to-speech will begin reading the test content from that point and each sentence will be highlighted as it is read. Select the Stop button at any time to stop listening.

Note: The passage or phenomenon is repeated above each question. The test navigator should select the first line of text at the beginning of the question if the passage or phenomenon does not need to be read aloud again. For reading questions that reference a specific paragraph, the numbered Page tab containing that paragraph will automatically be shown above the question. If the paragraph in the numbered Page tab needs to be read aloud again, the test navigator should select the first line of text shown in the paragraph. The text-to-speech will read aloud the paragraph in the specific numbered Page tab (for example, Page 4) and then will go back to Page 1 and read the rest of the passage, followed by the item. The test navigator should select the Stop button or the first line of text in the question if the entire passage does not need to be read aloud.

Listen (Text-to-Speech)

Listen Settings

Select Listen Settings at the bottom of the Listen player to access additional text-to-speech settings.



- **Speed:** Select the minus or plus signs to adjust the text-to-speech speed to Slow, Normal, or Fast. The default speed is Normal.
- **Voice:** The text-to-speech default voice is Female; this setting cannot be changed.
- **Volume:** Drag the slider to adjust the volume of the text-to-speech voice.

Listen Bubble that Appears above Highlighted Text

When a test navigator highlights text with their pointer, a Listen bubble appears above the highlighted text. Select this Listen bubble to hear that sentence read aloud.

Test navigators can highlight multiple lines of text at once and then select the Listen bubble to hear all highlighted text read aloud. Text-to-speech will read from the beginning of the sentence that the highlighted text appears in.

Unlike Click to Listen, this feature only allows the text-to-speech to read the highlighted text; text-to-speech will stop reading automatically after the highlighted text has been read.

