

Instructions for Paper Version of Math Tables

Paper versions of multiplication and hundreds tables are allowed to be used with paper test books for grades 3-8 Math MCA and with the paper test book or online test for grade 11 Math MCA. They are also allowed for all grades of the Math MTAS.

Online versions of the math tables are available in TestNav for all grades of the Math MCA. To review what this support looks like and determine which format would be most appropriate for students, refer to the [Student Readiness Tools \(SRTs\)](#) page of the Minnesota Assessment Hub.

Note: Math tables are available on items that allow calculators. If a student uses a calculator or a math table on an item that does not allow them, their test will be invalidated and the student will not receive a score.

Use by Grade

- For grades 3-8 Math MCA, the paper versions of the math tables are only available for students who are already testing using a paper test book. Use of a paper test book is considered an accommodation, available only to students with an IEP or 504 plan.
 - Students must only use the tables on the segments where calculators are allowed (segments 2, 3, and 4).
 - Students must test in an individual setting or—if all students require the same support—in a small-group setting. There must be adequate space or visual barriers between students (such as dividers or cubicles) to ensure students cannot view the materials being used by another student. The Test Administrator must be able to actively monitor all students in the small group.
 - These paper materials are only allowed to be used with a paper test book. The online Math MCA is adaptive, which means items are selected based on the student's previous responses. Since not all items allow calculators and math tables, it is difficult for the Test Administrator to verify when a student is allowed to use them. Because the use of these materials on these items would invalidate what is being assessed, the student is required to test on paper. Online calculators and math tables are available in TestNav for students taking the online Math MCA.
- For grade 11 Math MCA, students may test online or with paper test materials, since a calculator is allowed on the entire grade 11 Math MCA.
- For Math MTAS, students may use paper math tables in all grades, since a calculator or an alternative calculator-type device or system is allowed on any MTAS task.

Test Administration

Test Administrators or other district staff may not provide other versions of a multiplication table or hundreds table for Math MCA; only the versions on the [Student Tools and Supports](#) page of the Minnesota Assessment Hub may be provided for paper administrations and only the versions available in TestNav may be used for online administrations. For Math MTAS, students may use a paper version of the multiplication or hundreds table provided by MDE or a school-created table or number line in place of or alongside a calculator.

For paper versions, if students use the same table(s) for instruction and testing, Test Administrators must ensure that they do not have any additional writing on them before they are used for testing. If they do, a clean copy must be provided. The table(s) must be collected at the end of each test session and kept as a secure material, as students may have written parts of test items on them. Following test administration, the tables must be securely disposed of.