

# Nebraska State Accountability (NeSA) 2014 NeSA-Reading, Mathematics, and Science Test Administration Training

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**TO: NeSA District Assessment Contacts**  
**FROM: The Nebraska Department of Education**  
**DATE: February 4, 2014**  
**SUBJECT: 2014 NeSA-Reading, Mathematics, and Science Test Administration Training**  
**TRAINING DATES: February 25 – 27, 2014**

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The Nebraska Department of Education (NDE) and Data Recognition Corporation (DRC) invite all District Assessment Contacts (DACs) to participate in training sessions to learn about preparing your districts and schools to administer the paper/pencil and online versions of the NeSA-Reading, Mathematics, and Science tests **including the Alternate Assessments** for 2014.

NDE and DRC are conducting separate training for (1) online testing procedures, (2) paper/pencil and Alternate Assessment testing procedures. There are two sessions offered for each of the two categories of training. DACs need only attend one session for each of the two categories of testing that pertain to their districts.

Please review the instructions on the following pages to learn how to join a training session.

- **Note that each training session has a separate meeting number and link.**
- Begin the login process 15 minutes prior to the scheduled start time.
- Log in to the online meeting using your computer.
- **NEW!** After logging in to the online meeting, WebEx gives participants two options for connecting to the conference call. You may choose to have the system call you back at a phone number of your choice or to connect directly using a toll-free number. Select your choice from the menu that appears at login and follow the on-screen instructions.

**IMPORTANT NOTICE:** This WebEx service includes a feature that allows audio and any documents and other materials exchanged or viewed during the session to be recorded. By joining this session, you automatically consent to such recordings.

Paper/Pencil and Alternate Assessment Test Administration Training: Session length is scheduled for one hour, but could vary based on the number of questions asked by participants at the end of the presentation.

Online Test Administration Training: Session length is scheduled for one and a half hours, but could vary based on the number of questions asked by participants at the end of the presentation.

# 2014 NeSA-Reading, Mathematics, and Science Paper/Pencil and Alternate Assessment Test Administration Training – Session 1

Date: Tuesday, February 25, 2014

Time: 3:00 – 4:00 p.m.

Meeting Number: 806 728 109

Meeting Password: NeSA-PA1

## What to do on February 25<sup>th</sup> to join the 3:00 p.m. meeting:

1. About 15 minutes prior to the meeting's start time, either click the following link or copy and paste it into your Web browser (do not type it in): <https://datarecognitioncorp.audio.webex.com/datarecognitioncorp.audio/j.php?MTID=mb704544faed6cca06fadae43df827661>
2. Enter your name, email address, and the meeting password (NeSA-PA1).
3. Click "Join Now."
4. To hear the meeting you must call in by telephone **after** you have joined the meeting online. To participate in the audio portion of the session, you may elect to either receive a call back or to call the toll-free number provided on screen. Follow the WebEx teleconference instructions that appear on your computer. If you opt to call the toll-free number, you will be prompted to enter the meeting number (806 728 109) and a unique Attendee Code provided on screen. **You must enter the Attendee Code in order to participate in the audio portions of the presentation.**

# 2014 NeSA-Reading, Mathematics, and Science Paper/Pencil and Alternate Assessment Test Administration Training – Session 2

Date: Wednesday, February 26, 2014

Time: 9:00 – 10:00 a.m.

Meeting Number: 804 211 322

Meeting Password: NeSA-PA2

## What to do on February 26<sup>th</sup> to join the 9:00 a.m. meeting:

1. About 15 minutes prior to the meeting's start time, either click the following link or copy and paste it into your Web browser (do not type it in): <https://datarecognitioncorp.audio.webex.com/datarecognitioncorp.audio/j.php?MTID=mab145427f2cf68941de6a770da6d1ef0>
2. Enter your name, email address, and the meeting password (NeSA-PP2).
3. Click "Join Now."
4. To hear the meeting you must call in by telephone **after** you have joined the meeting online. To participate in the audio portion of the session, you may elect to either receive a call back or to call the toll-free number provided on screen. Follow the WebEx teleconference instructions that appear on your computer. If you opt to call the toll-free number, you will be prompted to enter the meeting number (804 211 322) and a unique Attendee Code provided on screen. **You must enter the Attendee Code in order to participate in the audio portions of the presentation.**

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### **For assistance with WebEx**

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1. Go to <https://datarecognitioncorp.audio.webex.com/datarecognitioncorp.audio/mc>
2. On the left navigation bar, click "Support".  
<http://www.webex.com>

## 2014 NeSA-Reading, Mathematics, and Science Online Test Administration Training – Session 1

Date: Tuesday, February 25, 2014

Time: 9:00 – 10:30 a.m.

Meeting Number: 805 956 501

Meeting Password: NeSA-OL1

### What to do on February 25<sup>th</sup> to join the 9:00 a.m. meeting:

1. About 15 minutes prior to the meeting's start time, either click the following link or copy and paste it into your Web browser (do not type it in): <https://datarecognitioncorp.audio.webex.com/datarecognitioncorp.audio/j.php?MTID=mccacf20b6ec11b53db4d86891ee7817f>
2. Enter your name, email address, and the meeting password (NeSA-OL1).
3. Click "Join Now."
4. To hear the meeting you must call in by telephone **after** you have joined the meeting online. To participate in the audio portion of the session, you may elect to either receive a call back or to call the toll-free number provided on screen. Follow the WebEx teleconference instructions that appear on your computer. If you opt to call the toll-free number, you will be prompted to enter the meeting number (805 956 501) and a unique Attendee Code provided on screen. **You must enter the Attendee Code in order to participate in the audio portions of the presentation.**

## 2014 NeSA-Reading, Mathematics, and Science Online Test Administration Training – Session 2

Date: Thursday, February 27, 2014

Time: 2:30 – 4:00 p.m.

Meeting Number: 806 379 289

Meeting Password: NeSA-OL2

### What to do on February 27<sup>th</sup> to join the 2:30 p.m. meeting:

1. About 15 minutes prior to the meeting's start time, either click the following link or copy and paste it into your Web browser (do not type it in): <https://datarecognitioncorp.audio.webex.com/datarecognitioncorp.audio/j.php?MTID=m828ac1eaf91d5a135c2714665e0b4091>
2. Enter your name, email address, and the meeting password (NeSA-OL2).
3. Click "Join Now."
4. To hear the meeting you must call in by telephone **after** you have joined the meeting online. To participate in the audio portion of the session, you may elect to either receive a call back or to call the toll-free number provided on screen. Follow the WebEx teleconference instructions that appear on your computer. If you opt to call the toll-free number, you will be prompted to enter the meeting number (806 379 289) and a unique Attendee Code provided on screen. **You must enter the Attendee Code in order to participate in the audio portions of the presentation.**