

NEBRASKA STATE ACCOUNTABILITY



2015-2016 ONLINE TEST ADMINISTRATION MANUAL

WRITING TEST WRITING PRACTICE TESTS WRITING FIELD TEST

Nebraska State Accountability assessments are administered by the Nebraska Department of Education (NDE) – 301 Centennial Mall South – P.O. Box 94987 – Lincoln, Nebraska 68509 – (402) 471-2495. The assessment contractor is Data Recognition Corporation (DRC). DRC can be reached by calling toll-free (866) 342-6280, by emailing necustomerservice@datarecognitioncorp.com, or by faxing (763) 268-2540.

TABLE OF CONTENTS

Part I—General Information	3
Who Should Read This Manual?	3
NeSA-Writing Test Administration Key Dates	3
Testing Ethics and Appropriate Practice	3
Online Security.....	3
Student Test Security	3
Returning/Destroying Secure Materials.....	4
Transcription Instructions for the Operational Test.....	4
Visual Display Settings	4
View Writing Responses.....	4
Part II—Preparing Students for Testing.....	5
Student Tutorials.....	5
Online Tools Training.....	5
NeSA-Writing Practice Test.....	7
<i>Writing Prompt Tools</i>	8
<i>Pause Function</i>	10
<i>Inactivity</i>	11
Part III—Administering the NeSA-Writing Tests	12
Test Administrator Responsibilities.....	12
<i>Prepare Testing Location</i>	12
<i>Student Test Tickets</i>	13
<i>Common Troubleshooting Steps</i>	14
<i>Reading the Writing Introduction & Directions to Students</i>	14
Writing Test Grade 8 Introduction & Directions	15
Writing Test Grade 11 Introduction & Directions	20
Additional Questions.....	25
APPENDIX A. SUGGESTIONS FOR A SMOOTH TESTING PROCESS.....	26
APPENDIX B. NeSA SECURITY PROCEDURES.....	27
APPENDIX C. TRANSCRIPTION SUBMISSION FORM	30
APPENDIX D. DISTRICT TO DRC ONLINE TESTING ISSUE REPORT FORM.....	31

Part I—General Information

Who Should Read This Manual?

The *2015-2016 NeSA-Writing Online Test Administration Manual* is intended for use by Test Administrators responsible for administering NeSA-Writing Tests to students. District Assessment Contacts and School Test Coordinators should also be familiar with the contents of this manual. This manual covers for all three of the 2015-2016 NeSA-Writing administrations (NeSA-Writing Practice Test, NeSA-Writing Field Test, and NeSA-Writing Operational Test).

NeSA-Writing Test Administration Key Dates

NeSA-Writing Online Practice Test Window (Grades 8 & 11)	July 22, 2015– June 30, 2016
NeSA-Writing Online Field Test Window (Grades 8 & 11)	November 9– December 18, 2015
NeSA-Writing Operational Test Administration Training via WebEx	January 4-6, 2016
2015–2016 NeSA-Writing Operational Test Window	January 18–February 5, 2016

Testing Ethics and Appropriate Practice

It is important to note that all Test Administrators need to be familiar with appropriate testing ethics and security practices related to testing. Professionalism, common sense, and practical procedures will provide the right framework for testing ethics. It is also important to note that school districts are bound to hold all certificated staff members in school districts accountable for following the *Regulations and Standards for Professional Practice Criteria* as outlined in Rule 27. The *NeSA Security Procedures* are intended to outline clear practice for appropriate security.

Online Security

Student Test Tickets containing student-level password information for accessing the tests must be kept secure. Test Administrators will be given the Student Test Tickets on the morning of test administration, allowing them ample time to review and organize the tickets for distribution before the test begins. Once a test session is started during test administration and the writing topic has been read, only the student taking the test is allowed to view the student's screen. No one is allowed to view or copy test content while a student is testing.

Note that the *2015-2016 NeSA-Writing Online Test Administration Manual* is not considered a secure test material and should be provided to Test Administrators prior to testing for review.

Student Test Security

Students should look only at their individual computers. For further security, folders may be set up around each computer screen to eliminate any possibility of students looking at other computer screens. For larger groups, it is advisable to have one adult assistant (Test Proctor) for every 12 students tested, in addition to the Test Administrator. Para-educators may be used as Test Proctors.

Returning/Destroying Secure Materials

Once testing is completed, please return all secure materials and copies of this *2015-2016 NeSA-Writing Online Test Administration Manual* to the School Test Coordinator. Distribute Student Test Tickets to students at the time of testing. The following testing materials may be provided to students during the test administration:

- pre-writing materials, such as blank paper and a writing instrument
- a printed copy of the Rubric Self-Assessment Tool

All secure testing materials must be distributed and collected in the testing area (computer lab, classroom). Test Administrators must collect all Student Test Tickets and scratch paper from students at the conclusion of testing and return them to the School Test Coordinator so that the materials may be destroyed in a secure manner.

Transcription Instructions for the Operational Test

For the 2015-2016 NeSA-Writing Operational Test, DRC has provided a red envelope labeled “NeSA-Writing Transcription Envelope” for districts to return any student’s original hand-written or typed response with a **copy** of the response transcribed online. Districts must complete a *Transcription Submission Form* for each student paper transcribed by a Test Administrator in the INSIGHT online system (grades 8 and 11). The *Transcription Submission Form* is provided as Appendix C in this manual. Carefully follow the instructions included on the *Transcription Submission Form*. A copy of a response transcribed into the INSIGHT online system can be obtained from eDIRECT > Reports > View Writing Responses. The completed forms should be returned by schools to the District Assessment Contact, who will return the transcribed responses to DRC. Districts must indicate that the student’s response was transcribed by marking the accommodation in eDIRECT Test Setup > Students > Edit Student > Accommodations.

Visual Display Settings

Students do not need special tickets to access visual display settings. All students testing online have access to the magnification feature, found by clicking on the Magnifier tool in INSIGHT. All students testing online may also use Color Choices, found by clicking on the Options button in INSIGHT.

View Writing Responses

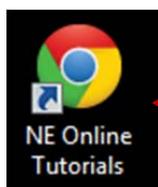
The View Writing Responses feature in the eDIRECT system makes it possible for districts and schools to view, print, and download responses for students who take the NeSA-Writing Operational Test and the NeSA-Writing Practice Test. The purpose of the NeSA-Writing Field Test is to assess prompts for future operational NeSA-Writing administrations. **In order to maintain the security of the writing prompts, the View Writing Responses eDIRECT feature is not available for the NeSA-Writing Field Test.**

When students complete their NeSA-Writing Operational or Practice Tests online, the students’ essays will be available to view and download in eDIRECT > Reports > View Writing Responses. (View Writing Responses requires permission to be assigned by District Assessment Contacts via eDIRECT). Student responses will be available in eDIRECT through June 30, 2016. For additional information about View Writing Responses, please refer to the *2015-2016 NeSA-Writing Test eDIRECT User Guide*.

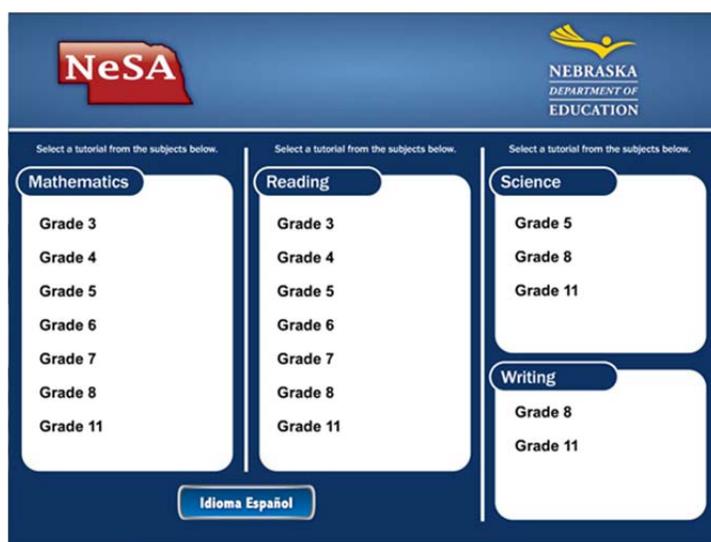
Part II—Preparing Students for Testing

Student Tutorials

Online Student Tutorials include NeSA-Writing. The tutorials are intended to familiarize students with the functionality of the online test. A student may access the tutorials by clicking on the **NE Online Tutorials** shortcut on his or her desktop.



Access the NE Online Tutorials in your default web browser using the desktop shortcut (created upon installation of the INSIGHT Secure Browser).



Online Tools Training

Online Tools Training (OTT) for writing provides a sample writing prompt, introduces the tools available during testing, and allows students the opportunity to try the online testing software editing and formatting tools before testing.

OTT is available for the 2015-2016 NeSA-Writing Test. A student may access the OTT by clicking on the **DRC INSIGHT Online Assessments** icon on his or her desktop and then selecting Online Tools Training for the appropriate writing test, as illustrated below.



Select Online Tools Training from any of the Writing test administrations listed on the INSIGHT Portal Page for NeSA. Note that the WRITING TEST and WRITING FIELD TEST administrations only appear on the Portal Page during their respective testing windows. The WRITING PRACTICE TESTS administration is available for the duration of the 2015-2016 school year.



Select Online Tools Training > Writing > Gr8 or Gr11 Writing.



Sign in using the generic Username and Password presented.



NeSA-Writing Practice Test

The NeSA-Writing Practice Test provides students an opportunity to experience the NeSA-Writing Test. The purpose of the practice test is to allow students to become comfortable using the features of the testing software prior to composing an essay during the operational or field test.

The sample writing topics in the Writing Practice Tests are aligned to Nebraska's Writing Standards. The writing topics on these online Writing Practice Tests exemplify the format and content of the NeSA-Writing Operational Tests in 2016.

Test Coordinators, Test Administrators, and students are strongly advised to experience the Writing Practice Test prior to the testing window for the 2015-2016 NeSA-Writing Operational Test (January 18–February 5, 2016) and, if participating, before taking the NeSA-Writing Field Test (November 9–December 18, 2015). Test Administrators should follow the administration instructions provided in this *2015-2016 NeSA-Writing Online Test Administration Manual* for the NeSA-Writing Practice Test.

New for 2015-2016—In order for students to take the Writing Practice Test before November 6, 2015, a file containing their student information must be uploaded to eDIRECT > Test Setup. (Uploading students requires permission to be assigned by District Assessment Contacts via eDIRECT). Students in grades 5-12 may have their information uploaded in the student information file. Additional information about the Multiple Student Upload Process can be found in the *2015-2016 NeSA-Writing eDIRECT User Guide*.

On November 6, 2015, DRC will upload student information for the 2015-2016 NeSA-Writing Practice Test administration from the Nebraska Student and Staff Record System (NSSRS) provided by the Nebraska Department of Education. Any grade 5-8 and 11 student in the NSSRS data file that was not already uploaded by districts through the Multiple Student Upload Process will be placed into Test Sessions for the NeSA-Writing Practice Test. Note that the Multiple Student Upload Process will also remain available to districts after DRC uploads the NSSRS information.

Student Test Tickets are required for students to access the Writing Practice Test. When a student completes his or her Writing Practice Test, the student's writing response will be

available to view and download by going to eDIRECT > Reports > View Writing Responses. Responses may be printed after downloading. (View Writing Responses requires permission to be assigned by District Assessment Contacts via eDIRECT).

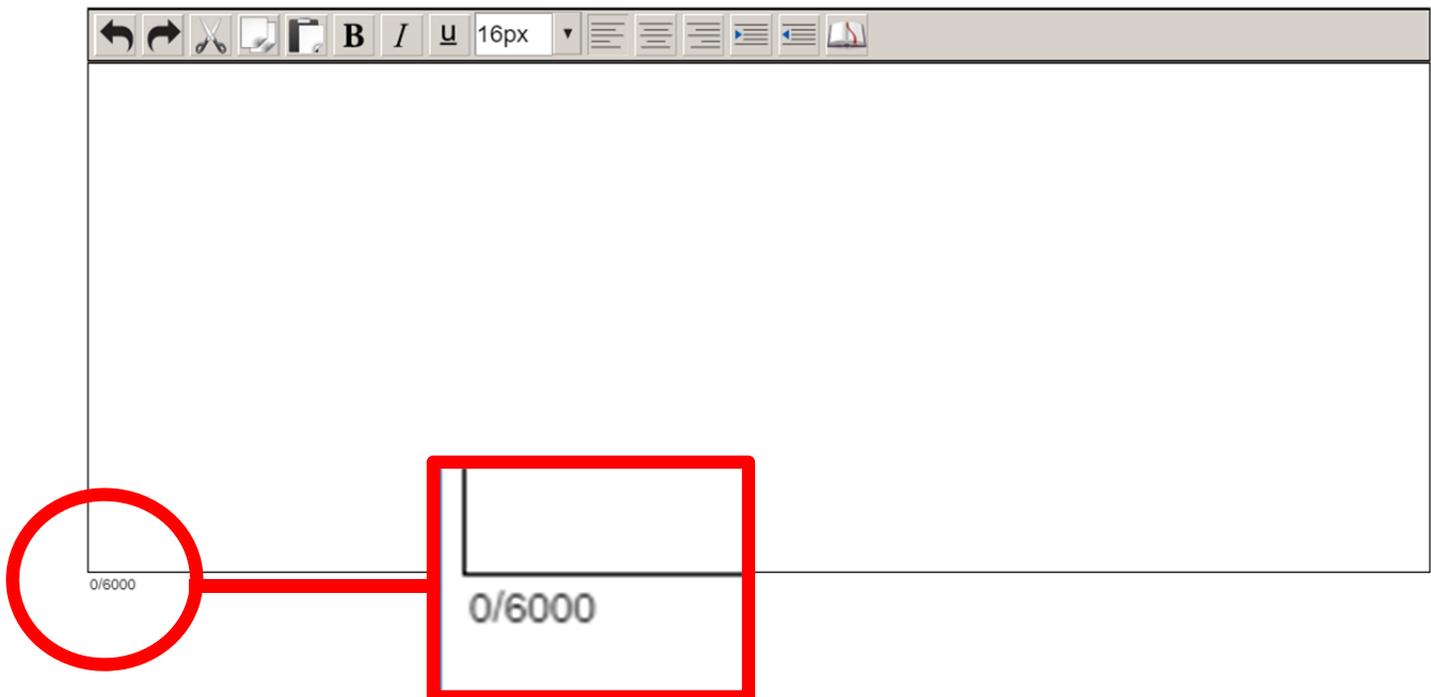
Students may take the Writing Practice Test more than once by regenerating the student's test ticket. (Student Test Ticket Regeneration requires permission to be assigned via eDIRECT). Regenerating a student's test ticket will result in the student's original response being deleted from the system. Responses should be downloaded from eDIRECT and saved prior to Student Test Ticket regeneration. The Student Test Ticket will need to be reprinted after regeneration. Another option for allowing students to take the NeSA-Writing Practice Test more than once is to add a numeral after each student name and repeat the Multiple Student Upload Process.

Writing Prompt Tools

The OTT and the NeSA-Writing Practice Tests are provided so that students can practice using the features of the online testing software. Only during the OTT and the NeSA-Writing Practice Test may Test Administrators help students with questions or demonstrate how to use the editing and formatting tools.

Note to Test Administrators: Pressing the Insert key will put typing into Overwrite mode. To turn off Overwrite mode, press the Insert key again.

New for 2015-2016--Character Count: A character count will now display under the lower-left corner of the student's writing response area. The character count shows the number of characters a student has used from the overall 6,000-character limit. The character count replaces warning pop-up messages that displayed on screen when a student had used two-thirds of the character limit and the full character limit.



The following Writing Prompt Tools are available to students. During testing, students can access information about the tools by clicking on the HELP icon > Open Help > How To > Writing Prompt. If a student experiences a technical issue while testing, please reference the common troubleshooting steps listed on page 14 of this manual.



Undo: Reverses your most recent action.

Note to Test Administrators: A student cannot Undo or Redo ANY previous actions if the test is paused and then resumed or if the student hit Review/End Test followed by Return to Questions.



Redo: Restores what was undone by the **Undo** tool.



Cut: Removes the selected text and formatting from your response. **Cut** can be used with the **Paste** function.



Copy: Makes a copy of the selected text and formatting. To be used with the **Paste** function.



Paste: Adds text and formatting that was cut or copied.



Bold: Makes the selected text bold. Also turns the bold function on or off.



Italic: Makes the selected text italic. Also turns the italic function on or off.



Underline: Makes the selected text underlined. Also turns the underline function on or off.



Font Size: Changes the size of selected text. Also sets the font size for new text that is entered.



Justify Left: Aligns the text to the left margin.



Justify Center: Centers the text.



Justify Right: Aligns the text to the right margin.



Indent: Indents the text that follows.

Note to Test Administrators: Students can indent the first line of a paragraph, rather than the text that follows, by using the Tab key.



Outdent: Removes an indent created by using the **Indent** button.

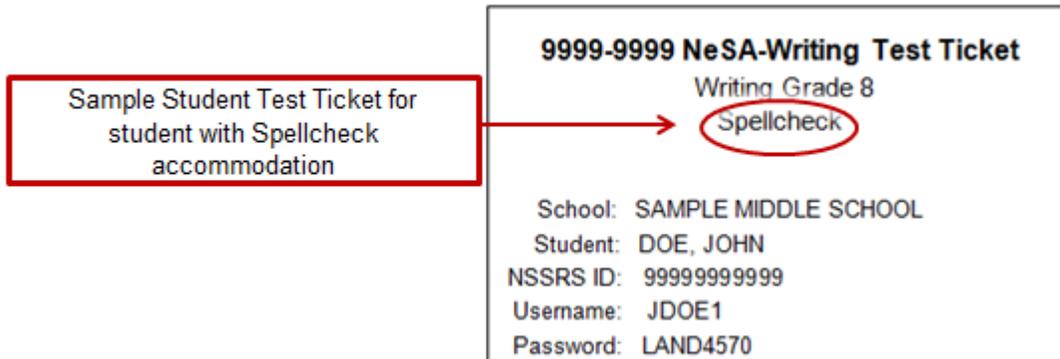


Dictionary/Thesaurus: Provides a place to enter a word and find its dictionary definition or synonyms. Note: Words must be spelled correctly in order to look them up in the dictionary. To look up the definition of a synonymous word indicated in the Thesaurus, students must select Dictionary in the drop down menu and enter the word in the search field.

Note to Test Administrators: Students are permitted to use hard-copy commercial dictionaries and thesauruses.



Spellcheck Accommodation: NeSA-Writing test forms that include a Spellcheck tool are available for students with IEPs or 504 Plans that allow this accommodation. The Spellcheck online accommodation must be selected for students in eDIRECT > Test Setup > Students > Manage Students > View/Edit > Accommodations before printing Student Test Tickets.



Students using this accommodation should familiarize themselves with the Spellcheck tool in the INSIGHT online system by accessing the NeSA-Writing Online Tools Training and Practice Test prior to taking the operational test.

The use of the Spellcheck tool as an accommodation identifies for the student potential spelling errors and helps to provide a more accurate picture of a student’s ability to select correct spelling; however, it may not always provide an exact match word selection.

Pause Function

During a test session, if a student needs to leave the computer lab/classroom for a short break (restroom break, called down to office, etc.), there is a Pause button at the bottom of each page.

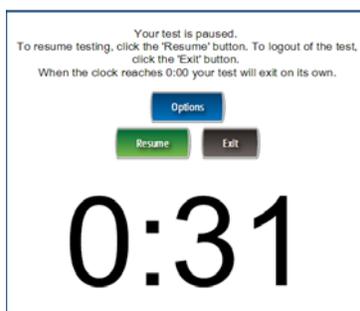
Once a student clicks Pause, the test content is removed from the screen for test security reasons, and the student has 15 minutes to resume the test.



At any point, the student can click Resume and be placed back into the test where he/she was prior to the pause. If the student is logged out of the test, the student may log back into the test on the same day using his/her Student Test Ticket and resume testing. If a student clicks Exit from the Pause screen, the test will close. If a test is exited using this button, the test remains incomplete and must be restarted in order to complete the test.

Inactivity

If a student is inactive for 15 minutes during a test administration, the student will be logged out of the test. Inactivity is defined as **no** mouse movement for 15 minutes. A warning that the student's test has paused will appear on the screen after 14 minutes, and will count down the last 60 seconds of inactivity. The student can click Resume and be placed back into the test where he/she was prior to receiving the inactivity warning. If the student is logged out of the test, the student may log back into the test on the same day using his/her Student Test Ticket and resume testing.



Part III—Administering the NeSA-Writing Tests

Test Administrator Responsibilities

Administration of the NeSA-Writing Tests is an important professional responsibility. The usefulness of the test results depends on the accuracy of each student's performance. Experience shows that student performance is highly dependent upon the student's motivation and attitude toward the test, the preparedness of the Test Administrator, the physical arrangements for testing, and adherence to instructions. To ensure accurate and reliable results, the Test Administrator **must** become thoroughly familiar with the procedures described in this manual before administering the test.

Test Administrators are responsible for:

- administering the 2015–2016 NeSA-Writing Tests;
- distributing Student Test Tickets to students at the time of testing;
- returning all test materials to the School Test Coordinator when testing is complete;
- arranging the testing room;
- **restricting** electronic devices of any type (smartphones, cell phones, PDAs, wristwatches with electronic displays, calculators, iPods, MP3 players, etc.); and
- prohibiting talking or sharing of responses.

Prepare students for testing by informing them of the scheduled tests in advance. Explain to the students why they are being tested and how the results will be used. Students can sense the importance the Test Administrator places on the tests, and their performances may be affected accordingly. Students should realize that doing their best is important.

Prepare Testing Location

Good organization of test materials and well-executed procedures will make the administration proceed smoothly. The following guidelines are recommended.

- The testing location should have comfortable seating, sufficient workspace, and good lighting.
- Arrangements for rooms and seating should be announced in advance in order to eliminate confusion when testing begins. The room where students take the test should be as free from outside disturbances as possible.
- Students should be seated so they have enough room and will not be able to view other students' computer monitors.
- Visual aids and clues should be removed or covered and kept hidden throughout the administration of all tests.
- A "Testing in Progress" sign should be posted on the door to prevent interruptions.
- Reminder: Schools, if they choose, may provide hard copies of commercial dictionaries, thesauruses, and the Rubric Self-Assessment Tool.
- Students may use scratch paper while taking the NeSA-Writing Tests—have some available for students to use.

- For larger groups, it is advisable to have one adult assistant for every 12 students testing, in addition to the Test Administrator.

Student Test Tickets

Student Test Tickets are required for the 2015-2016 NeSA-Writing Operational Test, Practice Test, and Field Test. Print Student Test Tickets from eDIRECT. Please refer to the *2015-2016 NeSA-Writing Test eDIRECT User Guide* for additional information about how to print tickets. Each student should receive his/her Student Test Ticket when he/she sits down to take the test. Student Test Tickets should not be distributed to students prior to testing day. The information on each Student Test Ticket is critical and confidential. It is this information drawn exclusively from the student database that results in the proper test being delivered to the student when logging into the NeSA testing system.

Test Administrators should:

- Review the individual Student Test Tickets.
- Distribute the Student Test Tickets to students when they sit down to take the test. Verify that each student has received his/her ticket printed with his/her name.
- Ensure students enter information from their tickets (Username and Password) correctly when logging into the test.
- Upon completion of the test, collect the tickets from the students and return them to the School Test Coordinator for secure disposal.

The Student Test Ticket is activated once a student logs in with his/her Username and Password. Once the student completes a test by clicking End Test, the Student Test Ticket becomes inactive. Students who are "bounced out" or "kicked out" of the system without officially ending the test may log back into the test on the same day using his/her Student Test Ticket and resume testing where he/she left off.

NOTE: The NeSA tests are untimed. Therefore, students may have as much time as needed as long as they are actively completing the test session. It is the Test Administrators' and Proctors' responsibility to monitor students and encourage them to continue to respond to the writing topic.

The Grades 8 and 11 writing tests have one test session. INSIGHT is available for use are between 6:00 a.m. and 7:00 p.m. Central Standard Time (CST). Students that begin testing before 7:00 p.m. CST may complete their tests after 7:00 p.m. CST. However, if at any point they exit or are exited from the test after 7:00 p.m. CST, they will not be able to resume testing until the INSIGHT becomes available the next day and they are unlocked by NDE. It is imperative that all students complete their NeSA-Writing Tests within one school day. The District Assessment Contact should be notified if a student did not complete testing on the day of the test. If, for any reason, the District Assessment Contact believes circumstances merit the Student Test Ticket be unlocked for the student to continue testing the next day, the District Assessment Contact must obtain NDE approval. Districts will need to contact the Assessment Office by emailing nde.stateassessment@nebraska.gov.

As a reminder: **Once a test is started during test administration, only the student taking the test is allowed to view that student's computer monitor. No one is allowed to view or copy items while a student is testing.**

Common Troubleshooting Steps

If a student experiences a technical issue while testing, below are common troubleshooting steps:

- 1.) Exit INSIGHT and re-launch the software.
- 2.) Restart the computer and re-launch INSIGHT.
- 3.) Move to a different computer.
- 4.) Note the computer(s) experiencing the issue. Technical staff may need to access the specific computer(s) to investigate and resolve the issue.

As a note to Test Administrators, the student pressing the Insert key will put typing into Overwrite mode. To turn off Overwrite mode, the student should press the Insert key again.

Reading the Writing Introduction & Directions to Students

Read aloud **word for word** the material in the Introduction & Directions that is printed in **bold type** and preceded by the word “**Say.**”

The material that is italicized is information for the Test Administrator and should not be read to the students. Screenshots from the INSIGHT online system have been included in the directions for your reference when assisting students. These images do not necessarily reflect the exact screens that will be seen by students during the login process.

Read the directions to the students exactly as they are written using a natural tone and manner. If you make a mistake in reading a direction, stop and say, “No, that is wrong. Listen again.” Then read the direction again. Be certain students understand the directions and how to respond. Be careful not to inadvertently give hints or clues that indicate an answer. Begin the test when all students are present.

Writing Test Grade 8 Introduction & Directions

Say: Today you will take the 2015-2016 Nebraska State Accountability Writing Test. Give this test your best effort. This test is not timed; therefore, you will have enough time to read the writing topic and type your essay.

We will begin by accessing the test site. Double-click the DRC INSIGHT Online Assessments icon on your desktop. You should see the main page for the NeSA Program on your screen. Is there anyone who does not see the main page?



Assist students as needed.

For the Writing Operational Test...

Say: Click on Test Sign In under Writing Test.

For the Writing Practice Tests...

Say: Click on Test Sign In under Writing Practice Tests.

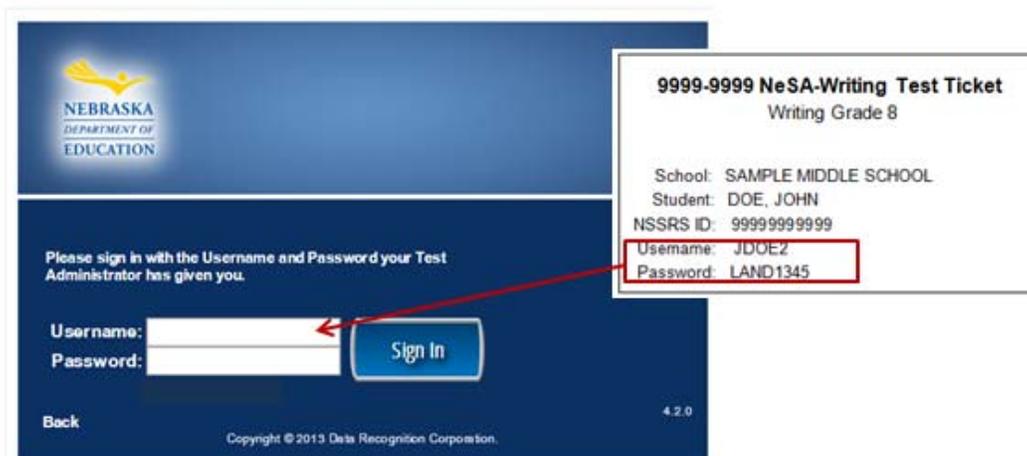
For the Writing Field Test...

Say: Click on Test Sign In under Writing Field Test.



Assist students as needed. The next step is to have the students enter their Usernames and Passwords. The students should already have their Student Test Tickets.

Say: The next screen you will see is the Student Login Screen. Enter your Username and Password exactly as you see it on your Student Test Ticket.



Assist students as needed.

Test Administrators may help students type in this information. This information is unique to each student and each session.

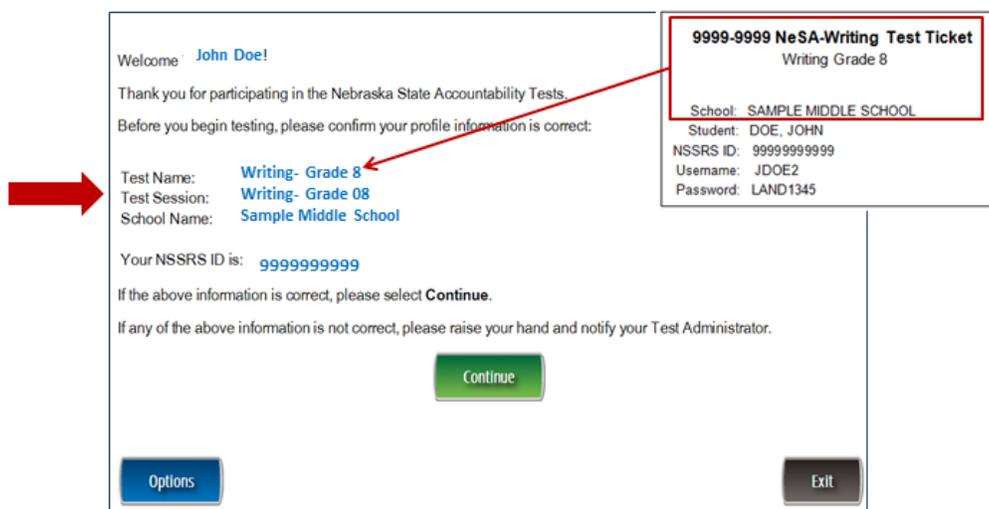
Say: Click on Sign In to move to the next screen.

Everyone should now see the Student Verification Page. Your name should appear at the top of this page. Does you each see your own name?

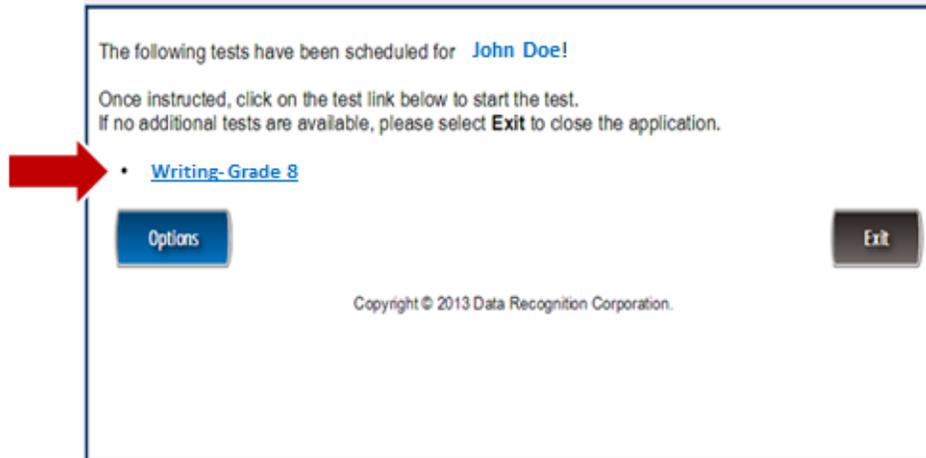
Assist students as needed.

Say: Verify that the Test Name and School Name match the information on your Student Test Ticket. Does the information match?

Assist students as needed.



Say: Click on Continue to move to the next screen. Click on the Test Session Name that appears on your Student Test Ticket.



Say: We will take a moment to read the directions together. Please follow along as I read aloud.

Read these directions carefully before you begin the test. To look at these directions again, click on the ? [Help] button and choose the Test Directions tab.

You will be participating in a writing assessment that asks you to describe a person, place, or thing. It is important that you do not talk with anyone during the session so that everyone can concentrate, think, and write well.

You will accomplish this writing assessment by doing the following:

- Reading the topic.
- Thinking about your ideas on the topic.
- Jotting down your thoughts about the topic and organizing them.
- Writing your rough draft essay.
- Editing your essay.
- Self-assessing the quality of your writing with the Rubric Self-Assessment Tool and making necessary changes.
- Submitting your essay in final form.

To do your pre-writing you may use your own paper, write your rough draft directly on the computer, or you may choose to use a combination of the two pre-writing approaches. Your final copy must be completed, typed, and submitted on the computer.

Are there any questions?

Answer all questions. When all students are ready, continue.

Say: Before you are ready to hit the Review/End Test button, you will want to be sure to self-assess your writing using the Rubric Self-Assessment Tool, which is included under the Help button. You can also view the Rubric Self-Assessment Tool below this set of directions.

- If you need to go away from your computer, click on the Pause button. Click on the Resume button to continue. If you are away from your computer for more than 15 minutes you will need to log back in.
- Use tools such as the Highlighter, Sticky Note, Magnifier, and Line Guide to assist you during the assessment.
- More information about each tool is available by using the Help button.
- There are many features you can use to help develop a response in the composition window, including buttons that allow you to undo, redo, cut, copy, and paste.
- Other features allow you to modify fonts using bold, italics, underlining and sizing. There are also other formatting features available to format your response.
- You also have access to a dictionary and thesaurus by clicking the dictionary button.
- Click the Review/End Test button when you have completed the test. Follow the instructions you find there.
- This test is not timed.

Are there any questions?

Answer all questions. When all students are ready, continue.

Say: If you have any concerns once the test has started, raise your hand and the Test Administrator (Proctor/Teacher) will come to you. The Test Administrator (Proctor/Teacher) is not allowed to provide you with any additional information during the test. We cannot help you with any words.

Click on Begin The Test to move to the next screen. We will read the writing topic together.

For security reasons, the writing topic is not in this manual. The Test Administrator should read the writing topic aloud to the students from a student's computer.

Say: When you come to the end of your test session and have clicked the End Test and Exit buttons, please sit quietly or read until the Test Administrator (Proctor/Teacher) provides additional instructions.

Are there any questions?

Answer student questions as needed.

Say: When you are ready, you may begin your work.

While students are working, walk around the room to see that they are following directions and they are not looking at any other student's test. Do not give help on specific writing questions.

Remind students when they have completed their essays, they may click on the Review/End Test button. From this page they can go back to review their work or end the test.

Once students are satisfied with their essays, they should click “End Test.” The pop-up box will instruct them to click the “Return to Review” button to continue testing or the “End Test” button to end the test. If finished, the student should click the “End Test” button. If more time is needed to review a test, the student should click “Return to Review.” Once students click “End Test” they may NOT go back into the test.

As students complete the test, please follow your school’s plan for dismissing students.

Writing Test Grade 11 Introduction & Directions

Say: Today you will take the 2015–2016 Nebraska State Accountability Writing Test. Give this test your best effort. This test is not timed; therefore, you will have enough time to read the writing topic and type your essay.

We will begin by accessing the test site. Double-click the DRC INSIGHT Online Assessments icon on your desktop. You should see the main page for the NeSA Program on your screen. Is there anyone who does not see the main page?



Assist students as needed.

For the Writing Operational Test...

Say: Click on Test Sign under Writing Test.

For the Writing Practice Tests...

Say: Click on Test Sign In under Writing Practice Tests.

For the Writing Field Test...

Say: Click on Test Sign In under Writing Field Test.



Assist students as needed. The next step will be to have the students enter their Usernames and Passwords. The students should already have their Student Test Tickets.

Say: The next screen you will see is the Student Login Screen. Enter your Username and Password exactly as you see it on your Student Test Ticket.



Assist students as needed.

Test Administrators may help students type in this information. This information is unique to each student and each session.

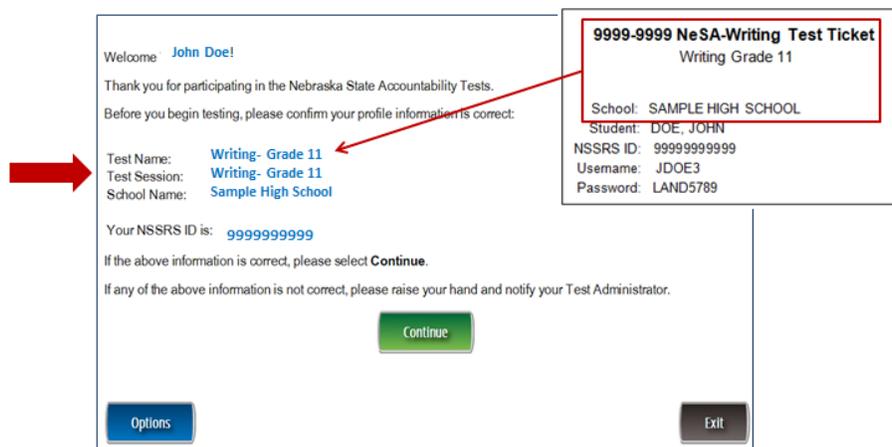
Say: Click on Sign In to move to the next screen.

Everyone should now see the Student Verification Page. Your name should appear at the top of this page. Do you each see your own name?

Assist students as needed.

Say: Verify that the Test Name and School Name match the information on your Student Test Ticket. Does the information match?

Assist students as needed.



Say: Click on Continue to move to the next screen. Click on the Test Session Name that appears on your Student Test Ticket.



Say: We will take a moment to read the directions together. Please follow along as I read aloud.

Read these directions carefully before you begin the test. To look at these directions again, click on the ? [Help] button and choose the Test Directions tab.

You will be participating in a writing assessment that asks you to persuade others to agree with your point of view. It is important that you do not talk with anyone during the session so that everyone can concentrate, think, and write well.

You will accomplish this writing assessment by doing the following:

- Reading the topic.
- Thinking about your ideas on the topic.
- Jotting down your thoughts about the topic and organizing them.
- Writing your rough draft essay.
- Editing your essay.
- Self-assessing the quality of your writing with the Rubric Self-Assessment Tool and making necessary changes.
- Submitting your essay in final form.

To do your pre-writing you may use your own paper, write your rough draft directly on the computer, or you may choose to use a combination of the two pre-writing approaches. Your final copy must be completed, typed, and submitted on the computer.

Are there any questions?

Answer all questions. When all students are ready, continue.

Say: Before you are ready to hit the Review/End Test button, you will want to be sure to self-assess your writing using the Rubric Self-Assessment Tool, which is included under the Help button. You can also view the Rubric Self-Assessment Tool below this set of directions.

- If you need to go away from your computer, click on the Pause button. Click on the Resume button to continue. If you are away from your computer for more than 15 minutes you will need to log back in.
- Use tools such as the Highlighter, Sticky Note, Magnifier, and Line Guide to assist you during the assessment.
- More information about each tool is available by using the Help button.
- There are many features you can use to help develop a response in the composition window, including buttons that allow you to undo, redo, cut, copy, and paste.
- Other features allow you to modify fonts using bold, italics, underlining and sizing. There are also other formatting features available to format your response.
- You also have access to a dictionary and thesaurus by clicking the dictionary button.
- Click the Review/End Test button when you have completed the test. Follow the instructions you find there.
- This test is not timed.

Are there any questions?

Answer all questions. When all students are ready, continue.

Say: If you have any concerns once the test has started, raise your hand and the Test Administrator (Proctor/Teacher) will come to you. The Test Administrator (Proctor/Teacher) is not allowed to provide you with any additional information during the test. We cannot help you with any words.

Click on Begin The Test to move to the next screen. We will read the writing topic together.

For security reasons, the writing topic is not in this manual. The Test Administrator should read the writing topic aloud to the students from a student's computer.

Say: When you come to the end of your test session and have clicked the End Test and Exit buttons, please sit quietly or read until the Test Administrator (Proctor/Teacher) provides additional instructions.

Are there any questions?

Answer student questions as needed.

Say: When you are ready, you may begin your work.

While students are working, walk around the room to see that they are following directions and they are not looking at any other student's test. Do not give help on specific writing questions.

Remind students when they have completed their essays, they may click on the Review/End Test button. From this page they can go back to review their work or end the test.

Once students are satisfied with their essays, they should click “End Test.” The pop-up box will instruct them to click the “Return to Review” button to continue testing or the “End Test” button to end the test. If finished, the student should click the “End Test” button. If more time is needed to review a test, the student should click “Return to Review.” Once students click “End Test” they may NOT go back into the test.

As students complete the test, please follow your school’s plan for dismissing students.

Additional Questions

If you have any additional questions not covered in this *2015-2016 NeSA-Writing Online Test Administration Manual*, please contact DRC customer service at (866) 342-6280 or email necustomerservice@datarecognitioncorp.com.

DRC representatives will always try to answer your questions when you call. If they are not able to answer your questions immediately, they will return your call within 24 hours. The representatives will log each call and record the nature of the question or problem reported, whether a resolution has been made, and whether a return call is needed. Representatives are available from 8:00 a.m. to 5:00 p.m. Central Standard Time, Monday through Friday (7:00 a.m. to 5:00 p.m. Central Standard Time from January 11-February 12, 2016).

APPENDIX A. SUGGESTIONS FOR A SMOOTH TESTING PROCESS

- Start testing preparations early, plan ahead, and assign a building coordinator.
- Gather testing materials as soon as online tools/booklets are available. Keep secure and in a locked room.
- Read all security requirements; building principals and District Assessment Contacts should sign the security agreements and return to NDE.
- Attend training. Prepare to train all test administrators and proctors.
- Examine student lists for accuracy and building assignments. Verify all NSSRS testing rosters.
- Take advantage of all practice test opportunities.
- Develop scheduling plan for 2015-2016 NeSA-Writing operational testing window: January 18-February 5, 2016.
- Establish a testing setting that matches the instructional setting as much as possible (for example, an auditorium setting for testing is not like a classroom setting).
- Protect instructional time as much as possible.
- Do not wait until the end of the testing window to begin testing.
- Avoid Mondays as test days.
- Communicate the testing plan with all staff.
- Communicate the importance of the test with staff and with students.
- For online testing, prepare the computer room setting or laptops ahead of time.
- Determine the availability of dictionaries and thesauruses.
- Prepare signs for the doors, "Testing in Progress."
- Assign one proctor for every 12 students being tested for large groups.
- Encourage students to do their best.
- Develop a consistent building plan for what students are to do when they are done with the test.
- Follow the scripted directions for all testing, both online and paper/pencil.
- Use common sense.



• **Security Procedures**

This document should be shared with all staff, particularly those who administer state tests.

Introduction

The security of state administered assessments is of the utmost importance to the Nebraska Department of Education. This document outlines the state's expectations and procedures on test booklet and online security, test administration security, and the identification and reporting of test security violations. Breaches in test security must be quickly identified and reported to the Nebraska Department of Education. This document explains to participants at the school, district, and state levels how to identify breaches in test security and what actions should be taken in response to those breaches.

Test Security

District Test Coordinators, School Test Coordinators and Test Administrators share the responsibility for ensuring that all test materials and student responses are handled securely and confidentially in accordance with security procedures. The Nebraska Statewide Accountability (NeSA) Tests are to be administered by professional staff members who have been oriented in the proper test administration procedures for NeSA. The NeSA Tests are confidential and proprietary and are owned by the Nebraska Department of Education. The test content is not to be viewed by anyone prior to the test administration. Only students being tested are allowed access to the test at the time of testing. Once a test is started during test administration, only the student taking the test is allowed to view that student's booklet or screen. No testing materials are to be reproduced. No test materials are to be accessed outside the school building except under conditions approved by the Nebraska Department of Education.

The NeSA Tests rely on the measurement of individual achievement. Any deviation from testing procedures meant to ensure validity and security (group work, teacher coaching, pre-teaching or prerelease of the test items, etc.) would be a violation of test security. District and school personnel with access to the test materials must not discuss, disseminate, or otherwise reveal the contents of the tests to anyone. Teachers, Proctors, Test Administrators, or other district or school personnel may not read test items aloud, silently, to themselves, or to another individual or student group. Parents/guardians may not read test items under any circumstances.

While some of the guidelines below apply mainly to Test Administrators, it is important for all personnel involved in testing to be aware of these procedures.

Do's

Do eliminate all cell phones and electronic devices.

Do attend any district or school training for the administration of the test in order to be properly informed of the procedures to follow, including securing test materials.

Do move around the testing site to ensure students are adhering to the instructions given.

Do collect scratch paper and return it to the School Test Coordinator for secure destruction.

Do follow appropriate accommodation procedures as found in the "Nebraska NeSA Approved Accommodations Document."

Do make students feel comfortable and relaxed.

Do escort all students and carry all secured testing materials to alternate site for extended time, etc.

Do have test booklets or test tickets/online set-up ready for students ahead of time.

Do remove from the wall all curriculum materials that relate to the tested content.

Do maintain standardized testing procedures.

Don'ts

Do not discuss, disseminate, or otherwise reveal the contents of the test to anyone.

Do not keep, copy, reproduce, or use any reading, mathematics or science test, test item, any specific test content, or examine responses to an item or any section of a secured test in any manner inconsistent with the instructions provided by and through the Nebraska Department of Education. *

Do not leave students unattended with testing materials.

Do not possess any secure test materials at any time other than during the actual administration of the test. Test Administrators should be given their secure materials the morning of the administration of the test and materials must be counted and collected at the end of each day of testing.

Do not allow students to leave the testing site with test materials for any reason.

Do not allow students to look ahead to the second session before being instructed to do so.

Do not coach or provide feedback in any way, which includes answering any questions relating to the contents.

Do not alter, influence, or interfere with a test response in any way or instruct the student to do so. Students who move to alternate testing sites for an extended time should be escorted and school personnel should carry all secure testing materials to the new testing location.

Do not fill any unanswered item or provide actual answers to students.

Do not return any test booklet or answer sheet to any student after it has been turned in to the Test Administrator except in the case of students going to another testing site for an extended time. (Note: If, after the student returns the test booklet and answer sheet, it is noticed that not all of the test items were answered, the test booklet and answer sheet cannot be returned to the student to complete.

Do not place students in situations in which they can discuss test items or answers.



Test Security Agreement

The DAC and principal of each school participating in the NeSA Tests must complete a Test Security Agreement. The Building Principal Security Agreement and District Assessment Contact Confidentiality of Information Agreement was sent by Echosign. Every principal and DAC must have signed a security agreement to participate in NeSA testing.

Breaches in Test Security

The Test Security Procedure for the Nebraska State Accountability-NeSA establishes guidelines for dealing with breaches in test security. Breaches may include student impropriety, test violations, educator misconduct, or the mishandling of test materials. In order to maintain the integrity of the test, there must be strict adherence to the rules and procedures for administering the test.

Reporting and Investigating Test Security Violations

Any identification or suspected violation of defined testing procedures must be reported immediately. If a student suspects a breach in test security the student should report the alleged incident to a teacher or administrator. If a teacher, parent, assessment administrator, or school administrator suspects a breach in test security, he or she should report the alleged incident in writing to the district's superintendent or the Nebraska Statewide Assessment and Accountability Office.

In the case of a test contractor suspecting a breach in test security, the suspected tests should be "flagged." The contractor's scoring director and project manager will then review the flagged tests and determine whether a test security breach has occurred. The test contractor should immediately notify the Nebraska Statewide Assessment and Accountability Office of any test security breach and send them a summary file of the flagged student work.

As soon as a suspected test security breach has been verified either by the test contractor or the Nebraska Department of Education, a district superintendent or designee of the investigation, will have 45 days to complete a report. The report will be sent to the Nebraska Statewide Assessment and Accountability Office indicating the following:

- The details of the investigation
- The findings
- The action taken by the school, administrators, and/or district, if any.

Upon completion of the report, the superintendent should return any student answer documents involved in the incident to the contractor with the other student answer documents.

Consequences of Test Security Violations

School districts are responsible for conducting the investigation and taking appropriate actions in response to breaches in test security. NDE may, at the discretion of the Statewide Assessment Director, initiate a formal educator misconduct investigation that may result in disciplinary action. In addition, NDE may invalidate any or all test scores involved in the investigation and/or retest the students.

APPENDIX C. TRANSCRIPTION SUBMISSION FORM



TRANSCRIPTION SUBMISSION FORM – WRITING

Student's NSSRS Number

From: Test Accommodations for Students with IEP or 504 Plan

- 25. Student uses computer, word processor, Braille Production Device, or specialized writing materials to respond to the NeSA-W test prompt. Test administrator transfers student response to the test booklet (Grade 4) or online system (Grades 8 and 11). The student response is to be transcribed exactly as it is written – i.e. with spelling, punctuation, and spacing replicated. The original student essay will be sent to DRC with returned testing materials.
- 26. Student responds orally to test items or writing prompt OR uses sign language to indicate response. Test administrator records student response. For NeSA-W test, students must indicate the placement of punctuation, capital letters, indentations, etc.

Student had emergency physical injury (e.g. broken arm)
Please contact the Assessment Office for approval.

Brief description of the process followed with this student: _____

Questions? Please contact the Statewide Assessment office at (402) 471-2495 or nde.stateassessment@nebraska.gov.

- Test Administrator transcribed student paper into Writing booklet **OR** INSIGHT online system
- Indicate that the student's response was transcribed by darkening the applicable bubble on the Writing booklet or by marking the accommodation in eDIRECT Test Setup>Edit Student>Accommodations.
 - **Make a copy of the completed Writing booklet or online response.**
 - Staple together this completed Transcription Submission Form, the original student generated paper, and the copy of the student's Writing booklet or online response as transcribed by the Test Administrator.
 - Place in the red Transcription Envelope to be returned to DRC.

Signed: _____ Position: _____
District: _____ School: _____

Please **DO NOT** place original NeSA-Writing booklets (used or unused) in the red Transcription Envelope. Return them to DRC by following the procedures described in the 2016 NeSA-Writing Paper/Pencil Test Administration Manual. Questions? Contact DRC Customer Service: (866) 342-6280 or necustomerservice@datarecognitioncorp.com

APPENDIX D. DISTRICT TO DRC ONLINE TESTING ISSUE REPORT FORM

District to DRC Online Testing Issue Report Form

If an issue occurs during NeSA or C4L testing, please contact your local IT staff as soon as a problem occurs, or as soon as possible following testing. They can contact Nebraska Customer Service at (866) 342-6280 or at necustomerservice@datarecognitioncorp.com if they need additional help to resolve the issue.

Below is a list of the basic information Nebraska Customer Service will typically request when looking into technical issues associated with testing. Please gather as much of this information as is possible to assist the process of resolving a technical issue.

Reporter/school/district	
Phone or email	
Student NSSRS ID	
Number of students affected	
Date and description of the issue	
Specific system or error message (actual text) *	
Operating system/version (Mac/Windows/iOS/Chromebooks)	
Computer name or number	
Wired or wireless	
Additional contact name and information (i.e. who witnessed the issue, if not reporter?)	

*For example: "Internet Connection Error" or "TSM Connection Error During Login"

Common Troubleshooting Tips:

1. Exit INSIGHT and re-launch the software.
2. Restart the computer and re-launch INSIGHT.
3. Move to a different computer.
4. Note the computer(s) experiencing the issue. Technical staff may need to access the specific computer(s) to investigate and resolve the issue.

**2015-2016 NeSA-WRITING
ONLINE TEST ADMINISTRATION MANUAL**