



- ■ ■ **2014-2015 NeSA-Writing
Online & Paper/Pencil
Test Administration Training**

January 5-7, 2015



Agenda

- Testing Window & Other Key Dates
- General Guidelines
- Paper/Pencil Materials & Testing Procedures
- eDIRECT Test Setup and Reports
- Tips for Successful Online Testing & Test Security
- Online Testing Procedures
- Other Important Dates
- Questions & Answers
- DRC Customer Service Contact Information

WebEx Rules of Engagement

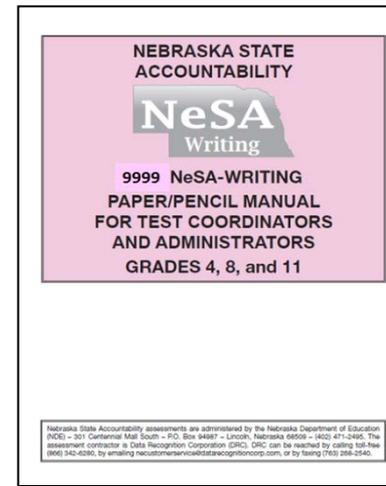
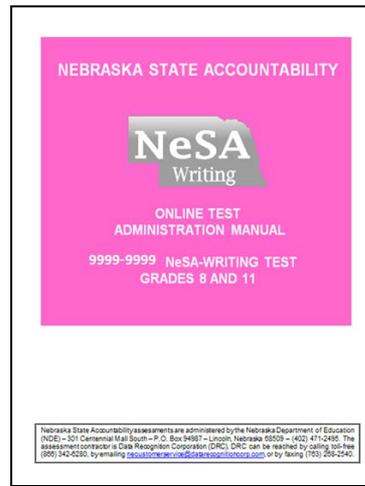
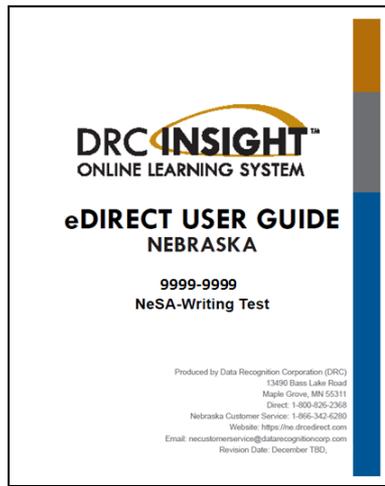
- Submit questions as we go using Chat.
- At the end of the session, there will be a question-and-answer period.
 - Use the “Raise hand” button under the participant list to indicate you have a question.
 - The Host will un-mute your phone in turn so you can ask your question.
- NDE and DRC will use your questions to enhance these information sessions and all test administration related communication.



Key Dates – NeSA-Writing Test

Paper/Pencil Test Materials Delivered to Districts	January 5
Paper/Pencil & Online Test Administration Training	January 5-7
eDIRECT Test Setup & Student Test Tickets Available	January 7
Districts Distribute Materials to Schools	By January 7
Districts Train School Personnel	By January 12
NeSA-Writing Testing Window	January 19- February 6
Districts Return Secure Test Materials to DRC	By February 11
Paper/Pencil Student Responses Available in eDIRECT	March 18

2014-2015 NeSA-Writing Manuals



■ Where to Find the Manuals

- NDE Statewide Assessment and Accountability Website
 - <http://www.education.ne.gov/Assessment/>
- DRC eDIRECT - <https://ne.drctdirect.com>
 - General Information > Documents > Administration – 2014-2015 NeSA-Writing

General Guidelines – Grade 4

■ Paper/Pencil Test

- A writing booklet must be returned for all grade 4 students enrolled in the district and must contain:
 - a response;
 - indication the student was administered an Alternate Assessment; or
 - a reason the student was not tested.





General Guidelines – Grade 4

- Two sessions
 - Two consecutive days
 - 40 minutes each
- Flexibility during the 3-week window
 - Recommend avoiding Mondays
 - Recommend scheduling early in the window
- Make-ups are required



General Guidelines – Grades 8 & 11

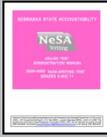
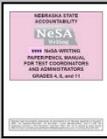


- All grade 8 and 11 students are expected to test online – except for those who:
 - Have an IEP or 504 Plan that requires paper/pencil testing;
 - Are contracted to an agency that does not allow internet access;
 - Are responding in Spanish, or another foreign language, or have another ELL accommodation that requires paper/pencil testing.
- A test record for all grade 8 and 11 students should be returned with:
 - A response, an Alternate Assessment flag, or a not tested reason.

General Guidelines – Grades 8 & 11

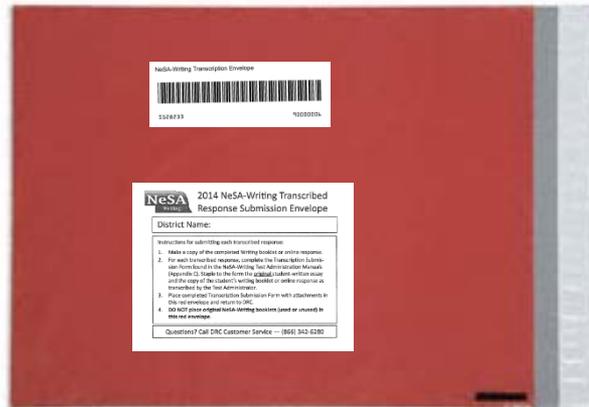


- **INSIGHT is available for testing between 6:00 a.m. and 7:00 p.m. Central Standard Time.**
- **One Session**
 - Untimed
 - Does not generally exceed 90 minutes
- **Flexibility during the 3-week window**
 - Recommend avoiding Mondays
 - Recommend scheduling early in the window
- **Make-ups are required**



Transcription Instructions

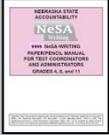
- Grades 4, 8, and 11 – Paper/Pencil or Online
 - DRC has provided one red envelope labeled “NeSA-Writing Transcribed Response Submission Envelope” for each district.
 - Complete a Transcription Submission Form (found in the backs of the Test Administration manuals) for each student paper transcribed by a Test Administrator in the INSIGHT online system (grades 8 and 11) or in a paper writing booklet (grade 4).
 - Carefully follow the directions included on the form for submitting transcribed responses. Do not place original NeSA-Writing booklets (used or unused) in the red Transcription Envelope.
 - Return red envelope to DRC whether used or unused.



Receiving Paper/Pencil Test Materials

- District – Administrative Materials
 - 2015 NeSA-Writing Test Administration Manual
 - Red Transcription Envelope
 - Must be returned – used or unused
 - Copies of School Packing Lists
 - School Box Range Sheet
 - DRC Return Shipment Labels (purple)
 - UPS Return Shipment (RS) Labels
 - Electronic list of materials (eDIRECT > Reports)





Receiving Paper/Pencil Test Materials

- **School – Administrative Materials**
 - 2015 NeSA-Writing Test Administration Manual
 - School Packing List
 - Security Checklist
- **School – Secure Materials**
 - NeSA-Writing Booklets
 - Spanish Translation Writing Booklets



Additional Materials Requests

- eDIRECT > Materials > Additional Materials
 - Available in eDIRECT on January 7, 2015
 - Select 2014-2015 NeSA-Writing Administration
 - Select School Name in School dropdown
 - Click the Add Order button
 - Find the desired materials and enter the Requested Quantity
 - Click on the Submit button to submit your order to DRC

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eDIRECT
Online Test Portal

Welcome Anne Lawton!
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Search Additional Materials

[Instructions](#)

* Indicates required fields

Administration: 9999-9999 NeSA-Writing *
District: (Select) *
School: (All)

Status: (All)
Order #:
Request #:

Find Orders Add Order Export Orders



Labeling Writing Booklets

■ PreID Labels (Grade 4 Only) – plain white

- Student data is taken from NSSRS.
- Eliminate the need to fill in student demographic information on writing booklets.
- Embedded PreID data overrides information on writing booklets.

■ District/School Labels – orange stripe

- Intended for students without PreID Labels.
- Use label and fill in demographic information on writing booklets.

■ Do Not Score Labels – blue stripe

- Contain barcodes that indicate the used writing booklet should NOT be scored.



Labeling Writing Booklets

- School personnel must check labels for correct information and affix labels to writing booklets.
- Destroy labels containing inaccurate information before affixing to writing booklets.
- Do not attempt to remove incorrect labels from writing booklets – instead cover with the appropriate label.
- Do not write on labels.
- If a PreID Label cannot be used, use a District/School Label and fill in the demographic information on writing booklet.

Not Tested Codes – Grade 4

■ Paper/Pencil

- Complete the field on page one of the writing booklet indicating the reason a student was not tested.

B	STUDENT NOT TESTED DUE TO
<input type="radio"/>	Emergency Medical Waiver (EMW)
<input type="radio"/>	No Longer Enrolled (NLE)
<input type="radio"/>	Parent Refusal (PAR)
<input type="radio"/>	Student Absent for the Entire Testing Window (SAE)

IMPORTANT! All entries made in a NeSA-Writing booklet must be made using a #2 Pencil.



Alternate Assessment

- The NDE does not provide NeSA-Writing alternate assessments for students with the most significant cognitive disabilities (1%).
 - Districts are to assess alternate assessment students locally.

Alternate Assessment – Grade 4

■ Paper/Pencil

- Return a writing booklet for the student and indicate the student was administered an alternate assessment on page one of the booklet.

C	ALTERNATE ASSESSMENT
<input type="radio"/>	Student was administered a local alternate assessment in writing.

- Make certain the student's PreID Label is affixed to the front of the writing booklet, or affix a District/School Label and fill in the student's demographic information on pages one and two of the writing booklet.



Test Format – Braille & Large Print

- Districts are authorized to create Braille and large print versions of the NeSA-Writing tests.
 - Must be securely destroyed at the end of testing.
- For Grades 4, 8, and 11 – Paper/Pencil testers
 - For a student response transcribed in a paper writing booklet – indicate student was administered the test in Braille or large print format in the Test Format field on page one of the writing booklet.

E	TEST FORMAT
<input type="radio"/> Large Print	<input type="radio"/> Braille

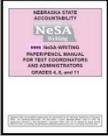
Accommodations – Paper/Pencil

- Accommodations for students with IEP or 504 Plans and English Language Learners who respond in a paper writing booklet must be reported in the Accommodations field on page one of the booklet.
- **NEW** For Grade 4: Complete the field on page one of the writing booklet indicating the student's response was transcribed.

F	ACCOMMODATIONS
Student used one or more of the following Test Accommodations for Students with IEP or 504 Plan. <i>Mark all that apply.</i>	Student used one or more of the following Test Accommodations for English Language Learners. <i>Mark all that apply.</i>
<input type="radio"/> Content Presentation <input type="radio"/> Response <input type="radio"/> Timing/Scheduling/Setting	<input type="radio"/> Direct Linguistic Support with Test Directions <input type="radio"/> Direct Linguistic Support with Content and Test Items <input type="radio"/> Indirect Linguistic Support
<input type="radio"/> Student's response was transcribed.	



- NDE's Approved Accommodations document:
http://www.education.ne.gov/assessment/pdfs/Approved_Accommodations.pdf

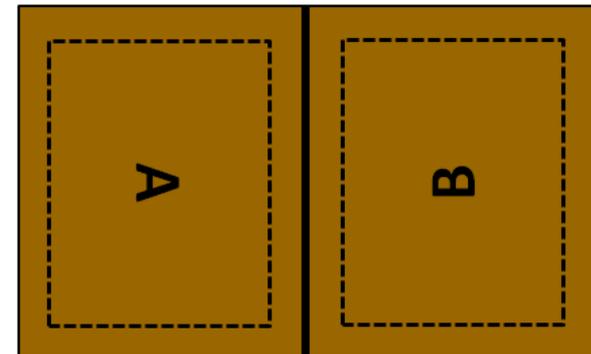


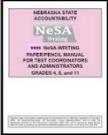
Materials Return - School

- Return ALL used and unused NeSA-Writing booklets including Spanish translation booklets.
- Use original boxes.
- Securely destroy scratch paper and manuals at the school.
- Check:
 - ✓ All used writing booklets have labels;
 - ✓ No Spanish translation writing booklets are left in English version writing booklets;
 - ✓ No loose paper is left in writing booklets.
- **Retain Security Checklist.**

Materials Return - DAC

- Condense school boxes when possible.
 - Grades may be combined.
- Fold the outer flaps (with old shipping labels) in, exposing the A& B flaps.
- Seal boxes securely.

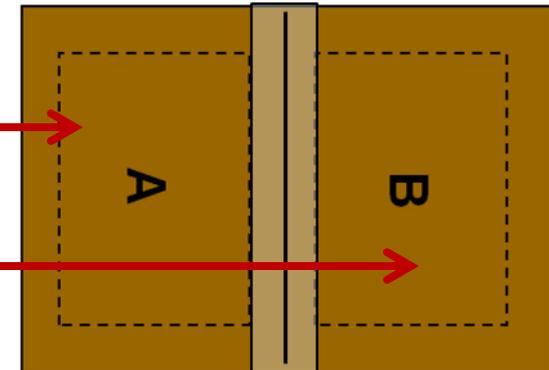




Materials Return - DAC

- Affix DRC Return Label (purple) to Flap A.
- Affix UPS RS Label (white) to Flap B.
- Record UPS tracking number.
- Schedule pickup for no later than February 11, 2015.
- **Retain Security Checklist.**

Overhead view of closed box





eDIRECT > Test Setup

- DAC permissions in place.
 - Access to the 2014-2015 NeSA-Writing administration on January 7, 2015.

- Grade 8 & 11 students pre-loaded in eDIRECT.
 - Student data is taken from NSSRS data file provided to DRC on December 5, 2014.



eDIRECT > Test Setup

- Test Setup accessed through eDIRECT
 - <https://ne.drctdirect.com>
 - Available on January 7, 2015
 - 2014-2015 NeSA-Writing permissions required

The screenshot displays the 'Manage Students' page in the eDIRECT system. On the left, a vertical navigation menu includes options like 'General Information', 'Manage Users', 'Enrollments', 'Materials', 'Test Setup' (highlighted with a red arrow), 'Reports', and 'Check Learning'. The main area is titled 'Manage Students' and contains a form with the following fields:

- Administration: 9999-9999 NeSA-Writing *
- District: SAMPLE DISTRICT - 99999 *
- School: SCHOOL OTT - 999990001
- Last Name: [Text Field]
- First Name: [Text Field]
- NSSRS ID: [Text Field]
- Grade: [Dropdown]
- Demographic: [Dropdown]
- Online Test Status: [Dropdown]
- Accommodation Content Area: [Dropdown]
- Accommodation Type: [Dropdown]
- Accommodation: [Dropdown]
- Content Area: [Dropdown]
- Session: [Dropdown]
- Session Assignment: [Dropdown]

Buttons for 'Find Students' and 'Clear' are located at the bottom of the form.



Test Setup > Students > Manage Students



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Welcome Betty Sample!
Home | Log Off

General Information

Manage Users

Enrollments

Materials

Test Setup

General Information

Device Toolkit

Students

Test Sessions

Reports

Check4Learning

▼ CLOSE MENU

Manage Students

Manage Students

[Instructions](#)

* Indicates required fields

Administration

9999-9999 NeSA-Writing *

District

SAMPLE DISTRICT - 99999 *

School

SCHOOL OTT - 999998001

Last Name

First Name

NSSRS ID

Grade

Demographic

Online Test Status

Accommodation Content Area

Accommodation Type

Accommodation

Content Area

Session

Session Assignment

Online



eDIRECT > Test Setup > Students > Manage Students > View/Edit

- Manage Students – view and edit student data
 - Name & NSSRS ID number
 - Date of Birth, Grade, Gender, Race/Ethnicity
 - Accommodations
 - Demographics – Special Education IEP, Alternate Assessment, Test Format (transcribed online)
 - Testing Codes – Reasons student was not tested
 - Students who move between schools within a district must be added as new students
- ⓘ Edits made in Manage Students will not update NSSRS and will not be retained for the NeSA-RMS Tests.

Accommodations – Grades 8 & 11

- Online

- Accommodations for grade 8 and 11 students with IEP or 504 Plans and English Language Learners who were tested online must be reported in eDIRECT Test Setup > Students > Manage Students > Find Students > View/Edit > Accommodations.



- Grades 8 & 11: Indicate if a student's response was transcribed.

Edit Student

[Instructions](#)

* Indicates required fields

Last Name: Roja * First Name: StuOne * Middle Initial: NSSRS ID: 666666666 *

Student Detail **Accommodations** Demographics Testing Codes Test Sessions

Instructions: Mark all that apply

Accommodations			
Type	Accommodation		Writing
Presentation	IEP or 504 - Content Presentation		<input checked="" type="checkbox"/>
Presentation	IEP or 504 - Response		<input checked="" type="checkbox"/>
Presentation	IEP or 504 - Timing/Scheduling/Setting		<input checked="" type="checkbox"/>
Presentation	ELL - Direct Linguistic Support with Test Directions		<input checked="" type="checkbox"/>
Presentation	ELL - Direct Linguistic Support with Content and Test Items		<input checked="" type="checkbox"/>
Presentation	ELL - Indirect Linguistic Support		<input checked="" type="checkbox"/>
Presentation	Student's response was transcribed.		<input type="checkbox"/>
Online	Spellcheck		<input checked="" type="checkbox"/>

Save Cancel





Accommodations – Grades 8 & 11



■ Spellcheck Accommodation

- NeSA-Writing test forms that include a Spellcheck tool are available for students with IEPs or 504 Plans that allow this accommodation.
 - Select Accommodations tab and indicate accommodation
 - Be sure to Save any edits
 - Check Update Report after saving changes
 - Student Test Ticket will display “Spellcheck”

Edit Student

Instructions

* Indicates required fields

Last Name: Roja * First Name: StuOne * Middle Initial: NSSRS ID: 6666666666 *

Student Detail | **Accommodations** | Demographics | Testing Codes | Test Sessions

Instructions: Mark all that apply

Type	Accommodation	Writing
Presentation	IEP or 504 - Content Presentation	<input checked="" type="checkbox"/>
Presentation	IEP or 504 - Response	<input checked="" type="checkbox"/>
Presentation	IEP or 504 - Timing/Scheduling/Setting	<input checked="" type="checkbox"/>
Presentation	ELL - Direct Linguistic Support with Test Directions	<input checked="" type="checkbox"/>
Presentation	ELL - Direct Linguistic Support with Content and Test Items	<input checked="" type="checkbox"/>
Presentation	ELL - Indirect Linguistic Support	<input checked="" type="checkbox"/>
Presentation	Student's response was transcribed.	<input type="checkbox"/>
Online	Spellcheck	<input checked="" type="checkbox"/>

9999-9999 NeSA-Writing Test Ticket
Writing Grade 8
Spellcheck

School: SAMPLE MIDDLE SCHOOL
Student: DOE, JOHN
NSSRS ID: 99999999999
Username: JDOE1
Password: LAND4570

Spellcheck

Not found in dictionary:
look

Suggestions:
look
looks
loco
logo
loos
lock

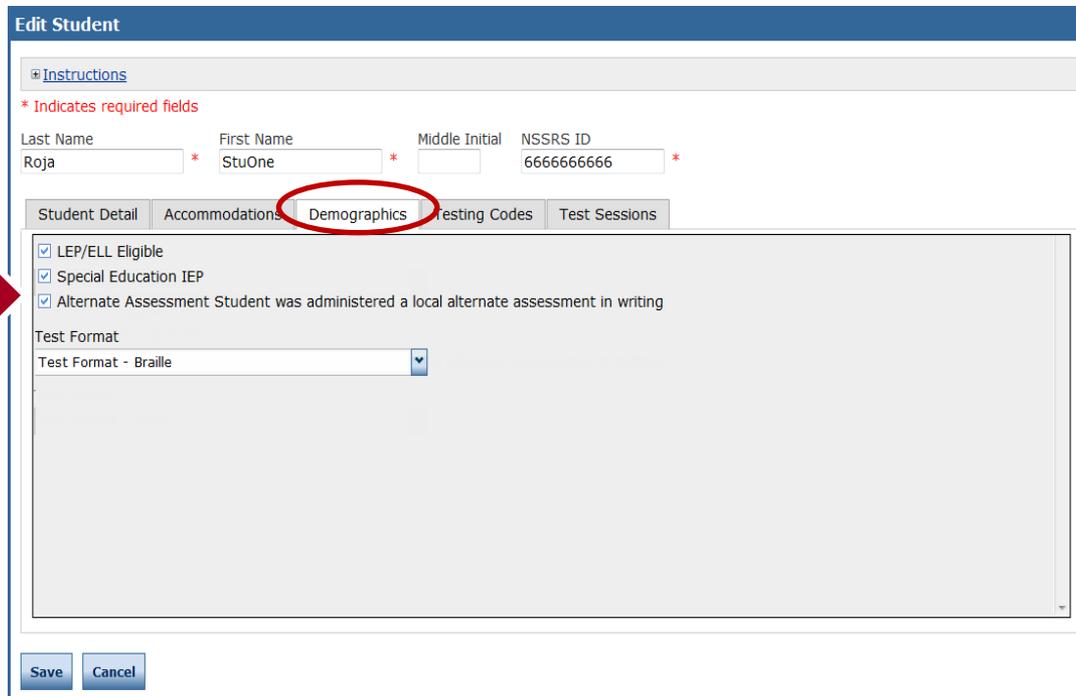
Change to:
look

Enable Live Spellcheck

Buttons: Change, Change All, Ignore Once, Ignore All, Cancel

Demographics – Alternate Assessment

- Online and Paper/Pencil Testers – Grades 8 and 11
 - Indicate a student was locally administered an alternate assessment by checking the appropriate box in eDIRECT Test Setup > Students > Manage Students > Find Students > View/Edit > Demographics.



Edit Student

[Instructions](#)

* Indicates required fields

Last Name * First Name * Middle Initial NSSRS ID *

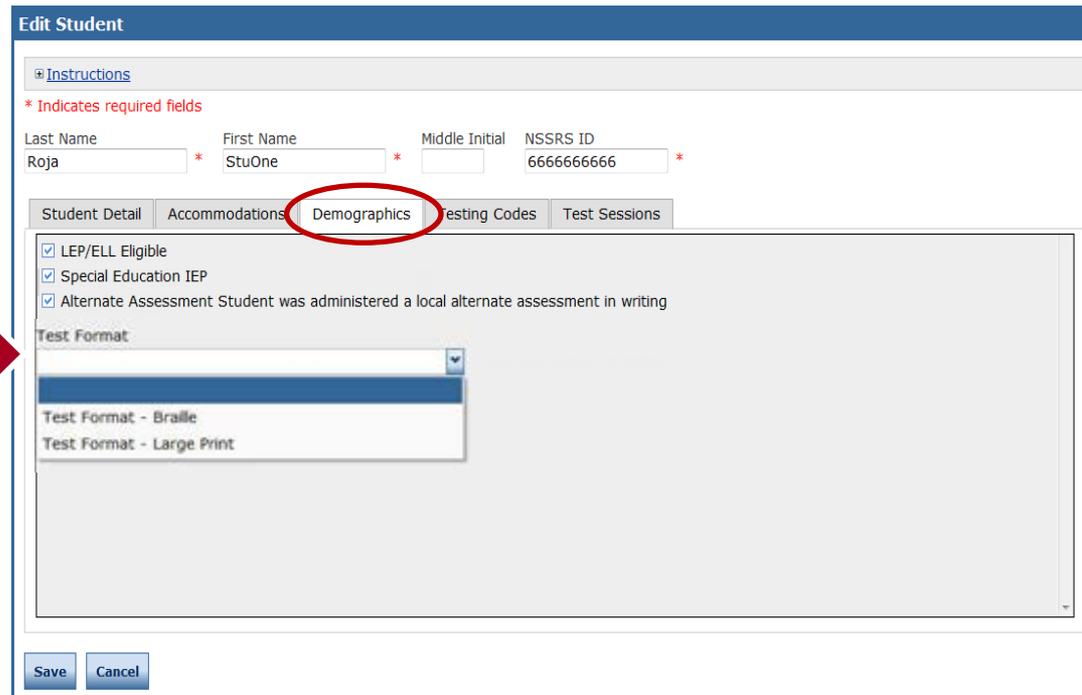
Student Detail Accommodations **Demographics** Testing Codes Test Sessions

LEP/ELL Eligible
 Special Education IEP
 Alternate Assessment Student was administered a local alternate assessment in writing

Test Format
Test Format - Braille

Demographics – Test Format

- Braille & Large Print – Grades 8 & 11 – Online
 - For student responses transcribed online, indicate the student was administered the test in a Braille or Large Print format by selecting the appropriate option in the Test Format field dropdown in eDIRECT Test Setup > Students > Manage Students > Find Students > View/Edit > Demographics.



Edit Student

[Instructions](#)

* Indicates required fields

Last Name * First Name * Middle Initial NSSRS ID *

Student Detail Accommodations **Demographics** Testing Codes Test Sessions

LEP/ELL Eligible
 Special Education IEP
 Alternate Assessment Student was administered a local alternate assessment in writing

Test Format

Test Format - Braille
Test Format - Large Print

Save Cancel



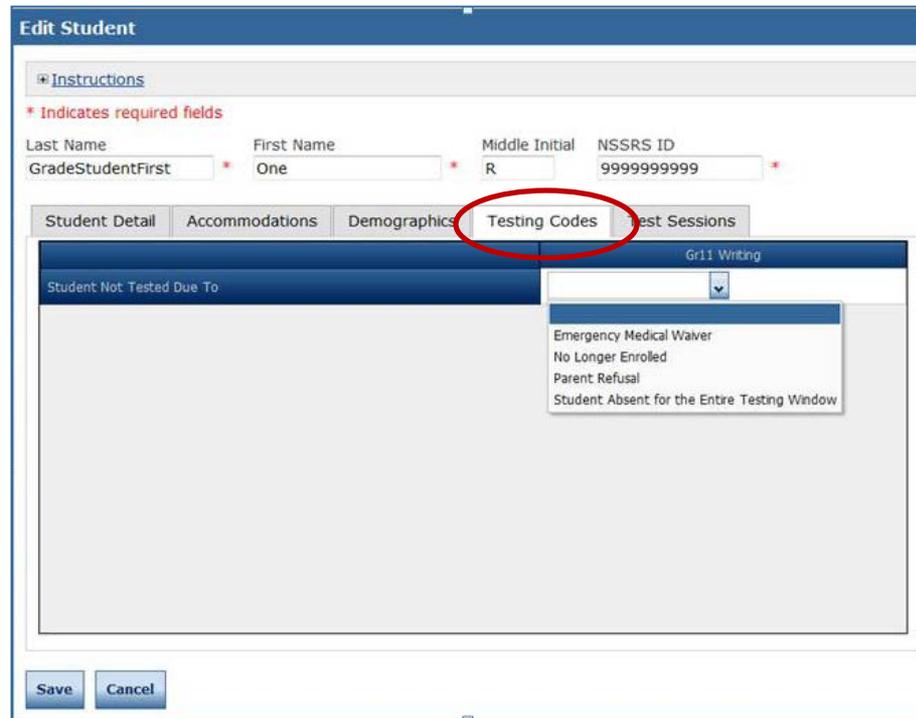
Visual Display Settings – Grades 8 & 11

■ Online

- Students do not need special Student Test Tickets to access visual display settings.
- All students testing online have access to magnification and color contrast.

Testing Codes – Grades 8 & 11

- Online and Paper/Pencil Testers
 - Indicate the reason the student was not tested by using eDIRECT Test Setup > Students > Manage Students > Find Students > View/Edit > Testing Codes.



The screenshot shows the 'Edit Student' interface. At the top, there are fields for 'Last Name' (GradeStudentFirst), 'First Name' (One), 'Middle Initial' (R), and 'NSSRS ID' (999999999). Below these are tabs for 'Student Detail', 'Accommodations', 'Demographics', 'Testing Codes', and 'Test Sessions'. The 'Testing Codes' tab is selected and circled in red. A dropdown menu is open for 'Student Not Tested Due To' with the following options: 'Emergency Medical Waiver', 'No Longer Enrolled', 'Parent Refusal', and 'Student Absent for the Entire Testing Window'. At the bottom, there are 'Save' and 'Cancel' buttons.



Test Setup > Test Sessions

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DIRECT
Online Data Portal

Welcome Betty Sample!
Home | Log Off

Test Sessions

[+ Instructions](#)

* Indicates required fields

Administration: 9999-9999 NeSA-Writing *

District: (All)

School: (All)

Last Name:

First Name:

NSSRS ID:

Session:

Content Area: Writing

Assessment: (All)

Show Sessions **Print All Tickets**

Sessions | **Status Summary**

[+ Instructions](#)

Session Detail								
Select	District	School	Session Name	Assessment	Status	Begin Date	End Date	Action





Test Setup > Test Sessions > View/Edit > New Student

- View/Edit to see students in session and to add new students to a test session
 - Recommended method for adding new students.
 - Existing student information can also be accessed and then edited from this screen.

Edit Test Session

Testing Window: 09/12/2013 - 09/04/2014

Eligible Grades: 11

[Instructions](#)

* Indicates required fields

Session Name THSessionThree *	Content Area Writing *	Assessment Gr11 Writing Practice *
Mode Online *	Begin Date 9/12/2013 *	End Date 9/4/2014 *

Search for Available Students

Student Last Name	Student First Name	NSSRS ID	Grade 11
Demographic (All)	Accommodation (All)		

Find Students **New Student** **Clear**

Available Students:	Students in Session:
	Four, Student (1234567899) RB Student, FOUR (1111111111) RB Student, seven (1312234242) RB Student, Six (1111111111) RB Student, Two (1312313141) Test, Test (1111111111) Three, Student (3333333333)

Double-click to edit Student

Save **Cancel**

Print Student Test Tickets

- eDIRECT > Test Sessions > Show Sessions >
 - Print tickets for all students by using Print All Tickets 
 - Print tickets for all students or individual students by using Edit/Print Ticket Status 

Sessions Status Summary

[# Instructions](#)

Session Detail								
Select	District	School	Session Name	Assessment	Status	Begin Date	End Date	Action
<input type="checkbox"/>	SAMPLE DISTRICT	SAMPLE SCHOOL SMOKE TEST INSIGHT	SQA Insight Test Session	Gr8 Writing	Not Started	9/18/2013	12/31/2013	    
<input type="checkbox"/>	SAMPLE DISTRICT	SAMPLE SCHOOL SMOKE TEST INSIGHT	SQA Insight Test Session	Gr11 Writing	Not Started	9/18/2013	12/31/2013	    



Print Student Test Tickets

- Available January 7, 2015
- Tickets are secure test materials
- Includes Instructions, Student Test Roster, and 2014-2015 NeSA-Writing Student Test Tickets (8 per page)

9999-9999 NeSA-Writing Test Ticket

Writing Grade 8

School: SAMPLE MIDDLE SCHOOL
Student: DOE, JOHN
NSSRS ID: 9999999999
Username: JDOE2
Password: LAND1345



Unlocking Student Test Tickets

- Students who Pause/Exit their tests, time out due to inactivity, or are disconnected from their tests may use their original Student Test Tickets to log back into the test until 7:00 p.m. CST on the day of the original login.
- Students should end tests using the Review/End Test button to indicate a “Completed” status.
- Tests not ended using the Review/End Test button remain in an “In Progress” status until midnight on the day of login, then change to “Locked.”
- Only the NDE can unlock a test in a Locked or Completed status. DACs may email nde.stateassessment@nebraska.gov to request that a Student Test Ticket be unlocked, if circumstances merit.

Monitor Student Testing

- eDIRECT > Test Sessions > Show Sessions >
 - Export testing information for all students in a school/grade using Export Details 
 - Use Status Summary to see number of students Not Started, In Progress, and Completed.
 - Information updates in real time.

The screenshot displays the eDIRECT interface. The 'Sessions' tab is active, showing a table of testing sessions. A red arrow points to the 'Export' icon in the 'Session Detail' table. The 'Status Summary' tab is also shown, featuring a 'Session Summary' table and a 'Student Summary' table.

Select	District	School	Session Name	Assessment	Status	Begin Date	End Date	Ac
<input type="checkbox"/>	SAMPLE DISTRICT	SAMPLE SCHOOL SMOKE TEST INSIGHT	SQA Insight Test Session	Gr8 Writing	Not Started	9/18/2013	12/31/2013	
<input type="checkbox"/>	SAMPLE DISTRICT	SAMPLE SCHOOL SMOKE TEST INSIGHT	SQA Insight Test Session	Gr11 Writing	Not Started	9/18/2013	12/31/2013	

Session Summary	
Status	Session Count
In Progress	2

Student Summary			
Assessment	# of Students Not Started	# of Students In Progress	# of Students Completed
Content Area: Writing			
Gr11 Writing	3	0	68
Gr8 Writing	2	0	64



Monitor Student Testing



- eDIRECT > Reports > Status Reports > Cumulative Student Status Report
 - Export testing information for all students in a district/school into a CSV file.
 - Use Cumulative Student Status Report to see number of students Not Started, In Progress, Locked, and Completed.
 - Information updates in real time.

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eDIRECT
Order Data Portal

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Status Reports

* Indicates required fields

Administration: 9999-9999 NeSA-Writing *
District: SAMPLE DISTRICT - 99999
School: (All)

Title	Action
Cumulative Student Status Report	
Daily Excessive Logins Report	
Daily School Resets Report	
Daily State Summary of Test Times Report	
Daily Student Resets Report	
Daily Student Status Report	

View Reports
Manage Reports
View Writing Responses
View Online Results
Status Reports



View Writing Responses

- eDIRECT > Reports > View Writing Responses
 - View, save, or print student responses for entire school and grade, or individual students.
 - Responses available in HTML format.

View Writing Responses

* Indicates required fields

Administration: 9999-9999 NeSA-Writing*
 District: ADAMS CENTRAL PUBLIC SC*
 School: ADAMS CENTRAL JR-SR HIG*
 Grade: 08*
 Mode: Online*

Export Results

Last Name: _____ First Name: STUDENT NSSRS ID: _____

Find Students

Last Name	First Name	NSSRS ID	Action
TEN	STUDENT	7777777777	[Print]
TWENTY	STUDENT	1111111111	[Print]
TWENTY	STUDENT	2222222222	[Print]
TWO	STUDENT	3333333333	[Print]



View Writing Responses

- Please Note
 - Students must End and Exit tests correctly
 - for responses to be visible in View Writing Responses;
 - for student status to be Completed.
 - Images of Grades 4, 8 and 11 responses submitted in writing booklets will be available in eDIRECT on March 18, 2015.

Status Reports & Online Testing Statistics

- eDIRECT > Reports >
 - Status Reports –
 - Track testing activity, including excessive logins and school testing status.
 - Online Testing Statistics –
 - Track number of tests started and completed.

Status Reports

* Indicates required fields

Administration: 9999-9999 NeSA-Writing | District: SAMPLE DISTRICT - 99999 | School: (All)

Title	Action
Cumulative Student Status Report	View
Daily Excessive Logins Report	View
Daily School Resets Report	View
Daily State Summary of Test Times Report	View
Daily Student Resets Report	View
Daily Student Status Report	View

Online Testing Statistics

9999-9999 NeSA-Writing

Cumulative | Yesterday

Cumulative

Student / Grade	District / Date	Test Started Count	Test Ended Count
All Tests			
Total		46336	152

By Subject

Subject	Test Started Count	Test Ended Count
SQA	49	24
Writing	62	26

By Grade

Grade	Test Started Count	Test Ended Count
05	1	1
06	116	45
07	1	1
08	31	14
11	3	1

By Subject and Grade

Subject	Grade	Test Started Count	Test Ended Count
SQA	06	46	24
SQA	08	3	2
Writing	05	1	1



Online System Restrictions

- The NeSA assessments are not to be taken on any computing device that does not allow for the locking of the desktop or operating system for test security.
- The NeSA testing client should be running natively on the computing device.
- INSIGHT does not support touchscreen functionality for NeSA-Writing.
- Performance, security, and test validity cannot be guaranteed on virtualized desktop environments. Virtualization of a desktop is not allowed unless security settings of the computer are held intact and/or by approval of a waiver by the Nebraska Department of Education Assessment and Accountability Department.



Tips for Successful Online Testing

- If a school did not participate in the NeSA-W Field Test during the window (November 10 – December 19, 2014) or practice test before winter break, please consider administering the NeSA-W Practice Test to students so they become familiar with the INSIGHT online testing tools, and to ensure the testing software and TSM (if applicable) are working correctly.

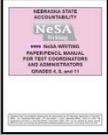
- Remind students:
 - They cannot Undo or Redo ANY previous actions if the test is paused and then resumed or if they hit Review/End Test then Return to Questions.
 - The tab key indents the first line of a paragraph. The Indent tool indents full paragraphs.
 - Pressing the Insert key will put typing into Overwrite mode. To turn off Overwrite mode, press the Insert key again.

Tips for Successful Online Testing

- Make sure each student is provided his/her unique Student Test Ticket.
- Instruct students to use the Review/End Test button and end their tests when finished. Student tests will change from an In Progress to a Completed status, which is important for test security and essential for responses to be available in View Writing Responses.
- If using a TSM, make certain that all responses have been transferred to DRC after testing is complete. (See page 92 – DRC INSIGHT Technology User Guide).

Tips for Successful Online Testing

- 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.



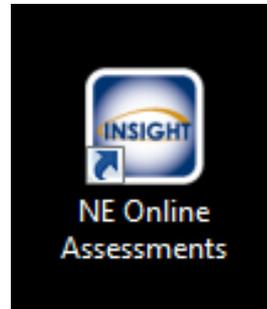
Test Security for Test Administrators

- Test prompts are not to be viewed by anyone prior to test administration.
- NeSA-Writing test prompts may not be copied.
- No coaching or feedback of any kind with regard to the test content should be provided to students.
- Talking or sharing of responses should be prohibited.
- Move around the testing site and ensure that students are following instructions.
- ⓘ See test administration manual for comprehensive test security information.



Accessing the Online NeSA-Writing Test

- Use the INSIGHT – NE Online Assessments icon on the computer desktop to access the online NeSA-Writing Test.





Accessing the Online NeSA-Writing Test

The screenshot shows the NeSA website interface. At the top left is the NeSA logo, and at the top right is the Nebraska Department of Education logo. Below these are three main navigation boxes: 'READING, MATHEMATICS, AND SCIENCE TESTS', 'CHECK4LEARNING', and 'WRITING PRACTICE TESTS'. Each box has 'Online Tools Training' and 'Test Sign In' links below it. A fourth box, 'WRITING TEST', is highlighted with a pink border and has its own 'Online Tools Training' and 'Test Sign In' links. A callout box with a red border and white background points to the 'WRITING TEST' box, containing the text: 'Students should click Test Sign In to access the NeSA-Writing Test.' At the bottom of the page, there is a copyright notice: 'Copyright © 2014 Data Recognition Corporation.'



Student Test Session Ticket Login

- Each student should log in using the Username and Password found on his/her unique Student Test Ticket.

NEBRASKA
DEPARTMENT OF
EDUCATION

Please sign in with your Username and Password your Test Administrator has given you.

Username:

Password:

Sign In

[Back](#)

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vbisector-d rev:cde1286

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9999-9999 NeSA-Writing Test Ticket
Writing Grade 8

School: SAMPLE MIDDLE SCHOOL

Student: DOE, JOHN

NSSRS ID: 99999999999

Username: JDOE2

Password: LAND1345

Other Important Dates

- April 14-15, 2015
 - NeSA-Writing Reporting WebEx Sessions
- April 16, 2015
 - 2015 NeSA-Writing Reports posted in eDIRECT
- September 3, 2015
 - Individual Student Reports (including NeSA-Writing) delivered to districts

Questions & Answers

NeSA Customer Service

Call Toll Free - (866) 342-6280

Fax - (763) 268-2540

email

necustomerservice@datarecognitioncorp.com

8:00 A.M. – 5:00 P.M. CST

7:00 A.M. – 5:00 P.M. CST (January 12 – February 13, 2015)

