



Online

2014 NeSA-Reading,
Mathematics, and Science
Test Administration Training

February 25-27, 2014



DATA RECOGNITION
DRC
CORPORATION

Agenda

- Introductions
- General Guidelines
- Testing Procedures
- Reporting
- Questions & Answers

Finding the Answers to Your Questions

NeSA Customer Service

Call Toll Free - (866) 342-6280

email

necustomerservice@datarecognitioncorp.com

8:00 A.M. – 5:00 P.M. CST

7:00 A.M. – 5:00 P.M. CST (March 18 – May 8, 2013)

2014 NeSA-RMS Training

- **Test Administration WebEx Training**
 - Online – February 25 and 27
 - Paper/Pencil and Alternate Assessment – February 25 and 26

- **NeSA-RMS Reporting WebEx Training**
 - July 7-9

Test Administration Manuals

- *2013-2014 NeSA-Reading, Mathematics, and Science Test Administration Manual – Available now!*
- *eDIRECT User Guide: 2013-2014 NeSA-Reading, mathematics, and Science – Available March 3.*
- NDE Statewide Assessment Website
 - <http://www.education.ne.gov/Assessment/>
- DRC eDIRECT - <https://ne.drcedirect.com>
 - General Information > Documents > Administration – 2013-2014 NeSA-RMS

2014 NeSA Testing Window

March 24 – May 2, 2014



The window is the same for online and paper/pencil administrations, including the NeSA-Alternate Assessments

2014 NeSA Key Dates

Test Administration Training	February 25-27
eDIRECT Test Setup/Student Test Tickets Available	March 3
Identify students using Spanish or Text-To-Speech in eDIRECT	March 3-7
Districts Train School Personnel & Distribute Materials	One Week Prior to Test Window
NeSA-Reading, Mathematics, and Science Window	March 24 – May 2
Last Day for UPS to Pick Up Test Materials from Districts	May 7
NeSA WebEx on Reporting	July 7-9

Online Testing – All Students

- All students will be tested online – except those who
 - Have an IEP or 504 Plan that requires paper/pencil testing;
 - Are English Language Learner (ELL) students with an accommodation that allows paper/pencil testing (not necessarily a Spanish translation of the test – as Spanish is also available online);
 - Are contracted to an agency that does not allow internet access;
 - Are administered the NeSA-Alternate Assessment for Reading, Mathematics, or Science.

Scheduling the Test

- NeSA-Reading, Mathematics, and Science
 - Two sessions for each subject
 - Untimed
 - Do not generally exceed 90 minutes
- Flexibility during the 6-week window
- Make-ups are required
- Recommend scheduling early in the window
- Recommend avoiding Mondays

Be certain Test Administrators understand the key dates and the district's testing schedule.

Accommodated Materials

- Online versions of the NeSA-Reading, Mathematics, and Science tests are available in Spanish.
- Spanish translations of NeSA-Reading, Mathematics, and Science paper/pencil test booklets are available.
- Text-To-Speech (TTS) audio versions of the NeSA-Reading, Mathematics, and Science tests are available for online administration.
- Braille and large print versions of the test booklets are available for NeSA-Reading, Mathematics, and Science.

Accommodations

- Accommodations for students with IEP or 504 Plans and English Language Learners must be reported in eDIRECT > Test Setup > Students
- See NDE website for the Approved Accommodations Document.

http://www.education.ne.gov/Assessment/pdfs/2013_NeSA_Accommodations.pdf

Procedures for Districts with Some Paper/Pencil Testers

- All students contained in the NSSRS file will be loaded into eDIRECT > Set Setup. Students flagged as Alternate Assessment will not be added to Test Sessions, and no Student Test Tickets will print for them.
- Do NOT edit/change online records for students taking a paper/pencil test – complete applicable fields on their answer sheets.
- Do NOT distribute Student Test Tickets to students taking the paper/pencil test – if printed, destroy them securely.

Prepare Students for Testing



- Inform students of the scheduled test sessions in advance.
- Explain to the students why they are being given the test and how the results will be used.
- Students should realize that doing their best is important.

Prepare Testing Location

- Plan ahead – check schedules.
- Organize test materials.
- Provide a testing location with good lighting and comfortable seating and as free of outside disturbances as possible.
- Remove visual aids/clues.
- Post a **TESTING IN PROGRESS** sign.

Test Security

- Tests are not to be viewed by anyone prior to testing.
- No screenshots or video recordings may be made of the NeSA-Reading, Mathematics, and Science online tests.
- No coaching or feedback with regard to content.
- Student talking or sharing of responses should be prohibited.
- Move around the testing site and ensure that students are following instructions.

Test Security

- Restrict electronic devices (e.g., smart phones, cell phones, iPods, PDAs, wristwatches with electronic displays, calculators, MP3 players, etc.)
 - Recommend one assistant/proctor per 12 students, in addition to Test Administrator.
 - Students must not be left alone with test.
 - Students cannot take test materials out of the testing site.
-  See test administration manual for comprehensive test security information.

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. Performance, security, and test validity cannot be guaranteed on virtualized desktop environments.
- Virtualization of a desktop is not allowed unless the security settings of the computer are held intact and/or by approval of a waiver by the Nebraska Department of Education Assessment Department.
- The NeSA testing software does not support touch screen functionality.

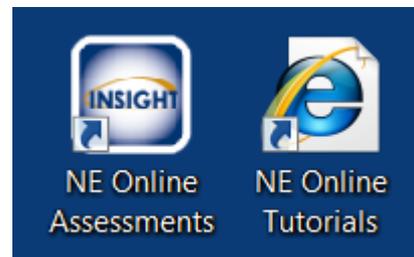
Supported Operating Systems

- Complete information regarding supported operating systems and system requirements can be found in the *DRC INSIGHT Technology User Guide*.
- Access the guide through eDIRECT > General Information > Documents.
- The guide is also posted the NDE's Statewide Assessment Website.

http://www.education.ne.gov/Assessment/pdfs/2014_INSIGHT_WBTE_UG_NE_02_17_14.pdf

Online Tutorials and Practice Tests

- Online Tools Training, Practice Tests, and Guided Practice Tests are currently available to students by clicking on the INSIGHT – NE Online Assessments desktop shortcut.
- Spanish Translations of the Online Tools Training and Practice Tests are also available.
- Make sure students have practiced using software and tools.
- NE Online Tutorials are also available to students by clicking on the NE Online Tutorials desktop shortcut.



Online Tools Training, Practice Tests, and Guided Practice Tests

- Access Online Tools Training, Practice Tests, and Guided Practice Tests by selecting Online Tools Training in the NeSA-RMS column of the home page.

The screenshot displays the Nebraska Department of Education website interface. At the top left is the logo for the Nebraska Department of Education. Below it, there are four main navigation buttons arranged horizontally. From left to right, they are: 'Writing Practice Test' (with a NeSA Writing icon), 'Writing Test' (with a NeSA Writing icon), 'Reading, Mathematics, Science Tests' (with a NeSA RMS icon), and 'Check4Learning' (with a NeSA C4L icon). A large red arrow points from the 'Writing Test' button to the 'Reading, Mathematics, Science Tests' button. Below the 'Writing Practice Test' and 'Reading, Mathematics, Science Tests' buttons, the text 'Online Tools Training' is visible. At the bottom center, there is a copyright notice: 'Copyright © 2014 Data Recognition Corporation.'

Online Tools Training, Practice Tests, and Guided Practice Tests

- Select the appropriate content area and grade level for Online Tools Training, Practice Tests, or Guided Practice Tests.



The screenshot shows the navigation menu of the Nebraska Department of Education website. The menu items are listed on a dark blue background. Three red arrows point to the following items:

- Practice Test
- Mathematics
 - Grade 03 Math PT
 - Grade 04 Math PT
 - Grade 05 Math PT
 - Grade 06 Math PT
 - Grade 07 Math PT
 - Grade 08 Math PT
 - Grade 11 Math PT

Other menu items include: Online Tools Training, Reading, Science, Guided Practice Test, Online Tools Training-Spanish, and Practice Test-Spanish.

NEBRASKA
DEPARTMENT OF
EDUCATION

Back

Logging into Online Tools Training, Practice Tests, and Guided Practice Tests

- Enter Username and Password provided on the screen.
- Press the Sign In button.

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Please sign in with the following credentials.

Username: pt06math
Password: test1234

Username:
Password:

Sign In

Back

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eDIRECT Test Setup

- Accessed through eDIRECT
 - <https://ne.drcedirect.com>
 - Available on March 3
 - 2013-2014 NeSA-RMS Permissions Required

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A Partner For Excellence

eDIRECT
Online Data Portal

Welcome Valerie Cook!
Home | Log Off

General Information <<
Manage Users <<
Students <<
Enrollments <<
eDirect Setup <<
Materials <<
Test Setup <<

WELCOME MENU

Welcome to
eDIRECT

Congratulations, you have successfully logged on.

Several helpful links are just a click away. Please take time to familiarize yourself with the Navigation Menu on the left. It provides access to online testing tools, **Enrollment Verification**, and **Report Delivery** among other useful tools.

If this is your first time logging on to eDirect, your first step is to go into **My Account** under the **Manage Users** heading and update your demographic information.

If you are having difficulty navigating through the site, a link to **User's Manuals** can be found in **Documents** under the **General Information** heading.

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eDIRECT Test Setup Permissions

- New Permissions for 2013-2014 NeSA-RMS
 - Test Setup – Primary Window
 - View Online Results
- Note: Test Session – Search/View must be assigned to users to use any other Test Session or Test Ticket permission

eDIRECT Test Setup > General Information

- Access Software Downloads
 - DRC INSIGHT Installers
 - Windows
 - Mac
 - Linux
 - Testing Site Manager (TSM)
 - Windows
 - Mac
 - Linux
 - Capacity Estimator

eDIRECT > Test Setup > Students

■ To Find Students

- Select administration 2013-2014 NeSA-RMS
- You may apply any applicable filters to narrow search
 - Last Name
 - First Name
 - NSSRS ID
 - Grade
 - Demographic
 - Race/Ethnicity
 - LEP/ELL Eligible
 - Special Education IEP
 - Alternate Assessment

eDIRECT > Test Setup > Students

- Apply any applicable filters (con't)
 - Accommodation Content Area
 - Accommodation Type
 - Presentation
 - Online – Audio or Spanish
 - Accommodation

Note: Once Accommodation Content Area or Accommodation Type is selected, all three Accommodation filters become required fields as noted by the red asterisk.

Accommodation Content Area: Mathematics*

Accommodation Type: Presentation*

Accommodation: (Select)*

Content Area: [Empty]

Session: [Empty]

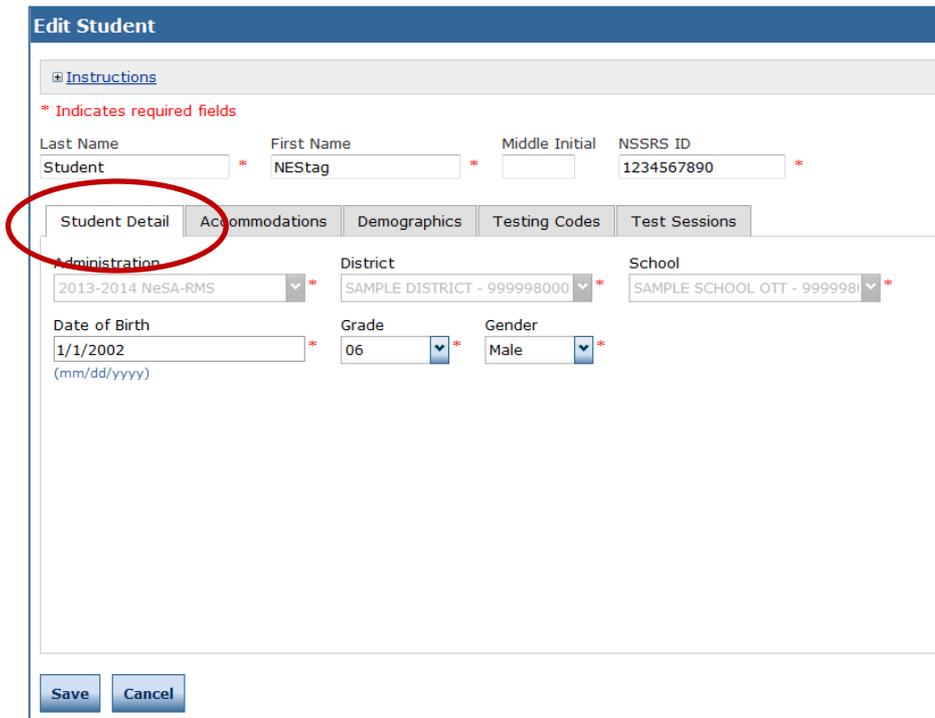
Find Students Clear

Last Name	First Name	NSSRS ID	Date of Birth	Grade
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eDIRECT > Test Setup > Students > Edit Students > Student Detail

■ To View/Edit Student data

- Click on Action Icon – View/Edit 
- You may edit student's name, NSSRS ID number, Date of Birth, Grade, or Gender



Edit Student

[Instructions](#)

* Indicates required fields

Last Name * First Name * Middle Initial NSSRS ID *

Student * NEStag * 1234567890 *

Student Detail Accommodations Demographics Testing Codes Test Sessions

Administration * District * School *

2013-2014 NeSA-RMS * SAMPLE DISTRICT - 999998000 * SAMPLE SCHOOL OTT - 999998 *

Date of Birth * Grade * Gender *

1/1/2002 * 06 * Male *

(mm/dd/yyyy)

Save Cancel

- Students who have moved between schools within the district must be added as a new student at the appropriate school

eDIRECT > Test Setup > Students > Edit Students > Accommodations

- Accommodations
 - Select the Accommodations tab
 - Flag all accommodations by content area
 - Be sure to Save any edits

Edit Student

[Instructions](#)

* Indicates required fields

Last Name First Name Middle Initial NSSRS ID
Student * NESTag * 1234567890 *

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

Instructions: Mark all that apply

Accommodations				
Type	Accommodation	Mathematics	Reading	Science
Presentation	IEP or 504 – Content Presentation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Presentation	IEP or 504 – Response	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Presentation	IEP or 504 – Timing/Scheduling/Setting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Presentation	ELL – Direct Linguistic Support with Test Directions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Presentation	ELL – Direct Linguistic Support with Content and Test Items	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Presentation	ELL – Indirect Linguistic Support	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Online	Audio	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Online	Spanish	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

eDIRECT > Test Setup > Students > Edit Students > Accommodations

■ Online – Audio or Spanish

- Flag students who need Audio or Spanish accommodations by content area March 3-7, prior to printing Student Test Tickets
- Be sure to Save any edits
- Reprint Student Test Tickets for students with these accommodations starting March 14

Edit Student

[Instructions](#)

* Indicates required fields

Last Name: Student * First Name: NESTag * Middle Initial: NSSRS ID: 1234567890 *

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

Instructions: Mark all that apply

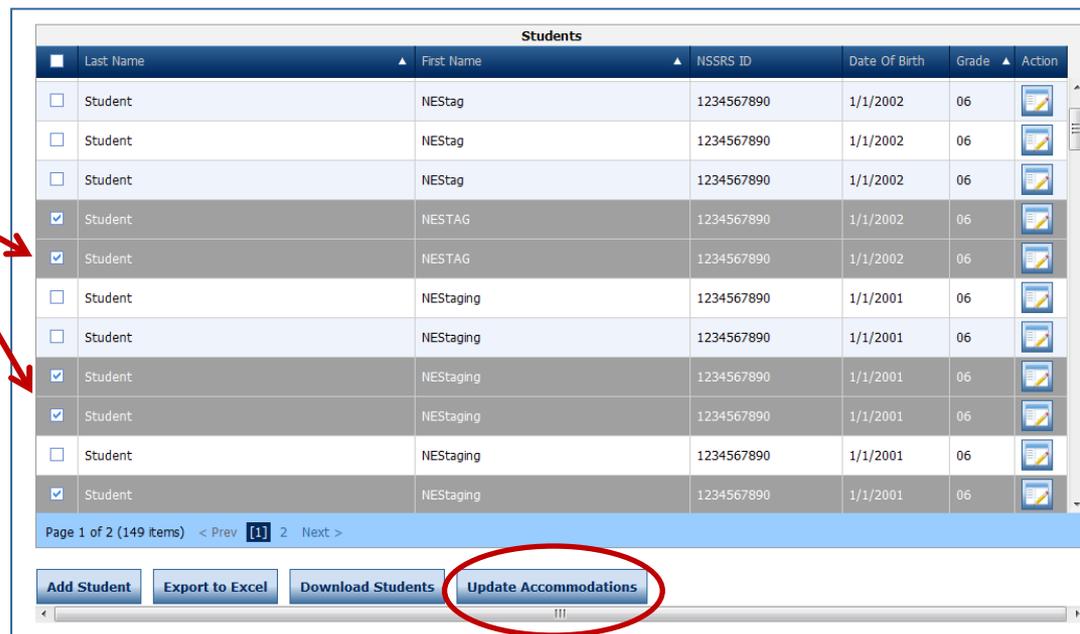
Type	Accommodation	Accommodations		
		Mathematics	Reading	Science
Presentation	IEP or 504 – Content Presentation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Presentation	IEP or 504 – Response	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Presentation	IEP or 504 – Timing/Scheduling/Setting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Presentation	ELL – Direct Linguistic Support with Test Directions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Presentation	ELL – Direct Linguistic Support with Content and Test Items	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Presentation	ELL – Indirect Linguistic Support	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Online	Audio	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Online	Spanish	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Save Cancel

● After March 7, contact DRC Customer Service to change audio or Spanish settings. Test Tickets for these students must be regenerated prior to printing of tickets

eDIRECT > Test Setup > Students Update Accommodations

- Updating Accommodations for multiple students
 - Add or remove accommodations flags for multiple students receiving the same accommodations by using the Update Accommodations button on the Manage Students screen



Students						
<input type="checkbox"/>	Last Name	First Name	NSSRS ID	Date Of Birth	Grade	Action
<input type="checkbox"/>	Student	NEStag	1234567890	1/1/2002	06	
<input type="checkbox"/>	Student	NEStag	1234567890	1/1/2002	06	
<input type="checkbox"/>	Student	NEStag	1234567890	1/1/2002	06	
<input checked="" type="checkbox"/>	Student	NEStag	1234567890	1/1/2002	06	
<input checked="" type="checkbox"/>	Student	NEStag	1234567890	1/1/2002	06	
<input type="checkbox"/>	Student	NEStaging	1234567890	1/1/2001	06	
<input type="checkbox"/>	Student	NEStaging	1234567890	1/1/2001	06	
<input checked="" type="checkbox"/>	Student	NEStaging	1234567890	1/1/2001	06	
<input checked="" type="checkbox"/>	Student	NEStaging	1234567890	1/1/2001	06	
<input type="checkbox"/>	Student	NEStaging	1234567890	1/1/2001	06	
<input checked="" type="checkbox"/>	Student	NEStaging	1234567890	1/1/2001	06	

Page 1 of 2 (149 items) < Prev 1 2 Next >

[Add Student](#) [Export to Excel](#) [Download Students](#) [Update Accommodations](#)

Select Students

eDIRECT > Test Setup > Students > Edit Students > Demographics

■ Demographics

- Select the Demographics tab
- Edit Race/Ethnicity, LEP/ELL Eligible, Special Education IEP, Alternate Assessment by Content Area
- Be sure to Save any edits

Edit Student

[Instructions](#)

* Indicates required fields

Last Name * First Name * Middle Initial NSSRS ID
Student * NEStag * 1234567890 *

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

Race/Ethnicity

LEP/ELL Eligible
 Special Education IEP
 Alternate Assessment Reading
 Alternate Assessment Mathematics
 Alternate Assessment Science

Save Cancel

eDIRECT > Test Setup > Students > Edit Students > Testing Codes

- Testing Codes
 - Indicate reason student was not tested by content area
 - Student must be in a test session to assign a Not Test Code
 - Be sure to Save any edits

Edit Student

[Instructions](#)

* Indicates required fields

Last Name * First Name Middle Initial NSSRS ID *

Sample Student * EPM 888888888

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

	Gr11 Mathematics	Gr11 Reading	Gr11 Science
Student Not Tested Due To	<input type="text"/>	<input type="text"/>	<input type="text"/>

Emergency Medical Waiver
No Longer Enrolled
Parent Refusal
Student Absent for the Entire Testing Window

Save Cancel

eDIRECT > Test Setup > Students > Edit Students > Test Sessions

- Test Sessions
 - View which test sessions a student is in
 - View Status of test sessions

Edit Student

[+ Instructions](#)

* Indicates required fields

Last Name	First Name	Middle Initial	NSSRS ID
StudentOne *	EPMSample *		1122332211 *

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

Administration | District | School

eDIRECT > Test Setup > Test Sessions

■ Show Sessions

- Select 2013-2014 NeSA-RMS Administration
- Select District/School
- You may apply any applicable filters to narrow search
 - Student Name and/or NSSRS ID
 - Content Area
 - Assessment

■ Sessions tab

- List of test sessions by District or School

■ Status Summary tab

- Number of sessions Not Started, In Progress, or Complete
- Number of students by session with status of Not Started, In Progress, or Complete

eDIRECT > Test Setup > Test Sessions > Export Details

- Use the Export Details icon to download a spreadsheet with student detail including:
 - Student Date Started and Completed
 - Accommodations
 - Not Test Codes flagged for students
 - User Names and Passwords – Must be kept secure!
 - Information updates in real time



eDIRECT > Test Setup > Test Sessions > Edit Print Ticket Status

- Use the Edit/Print Ticket Status icon to:
 - Print tickets one or more selected students
 - View Student Test Status
- Information may be viewed for Session 1 or 2 by selecting the session in the Status by Module dropdown.



eDIRECT > Test Setup > Test Sessions > Edit Print Ticket Status

- Use the Edit/Print Ticket Status icon to:



- Print tickets for one or more selected students
- View Student Test Status

Testing Status

Instructions

Status By Module
Gr11 Science Session 1

Testing Status - EPM Sample Science GR11 (Gr11 Science)

Select	Last Name	First Name	User Name	Password	Status	Started	Completed	Action
<input type="checkbox"/>	Sample	Student	EPM		Not Started			    

Print Selected Print All Unlock Selected Unlock All Close

- Information may be viewed for Session 1 or 2 by selecting the session in the Status by Module dropdown.

eDIRECT > Test Setup > Test Sessions > Print All Tickets

- Use the Print All Tickets icon to:



- Print tickets for all students in Test Session
- Opens pdf containing
 - Instructions for handling Student Test Tickets
 - Student Test Roster for Session 1
 - Student Test Tickets for Session 1
 - Student Test Roster for Session 2
 - Student Test Tickets for Session 2
- Student Test Rosters and Tickets contain User Names and Passwords and must be kept secure

Unlocking Student Test Tickets

- Only the NDE can unlock Student Test Tickets “next day.” If DAC believes circumstances merit the Student Test Ticket be unlocked, contact the NDE by emailing request to nde.stateassessment@nebraska.gov .
- Students “kicked out” of the system may log back into the test on the same day using their Student Test Ticket, and resume testing.

eDIRECT > Reports > View Online Results

Reports 

- View Reports
- Manage Reports
- View Writing Responses
- View Online Results**
- Status Reports
- Online Testing Statistics

Close Menu 

Online Results Report

Online Results Report is unavailable for selected Administration.

[Instructions](#)

* Indicates required fields

Administration: 2013-2014 NeSA-RMS *
District: SAMPLE DISTRICT - 999998 *
School: SAMPLE SCHOOL OTT - 995 *
Grade: 08 *
Content Area: *

Show Results

Test Results | Group Summary

Test Results				
Last Name	First Name	NSSRS ID	Date of Birth	# Correct**

eDIRECT > Reports > View Online Results

- Test Results – A basic student roster showing the number of operational test items answered correctly.
- Group Summary – Summary statistics for the part of population that tested online.
- Students must complete both sessions of the test to appear in Online Results.
- Online Results may be exported as PDF or CSV files.
- Results should be considered preliminary.

eDIRECT > Reports > View Reports

- 2014 NeSA-RMS Reports posted to eDIRECT – July 9
 - Student Data File
 - Performance Level Summary (State, District, School)
 - Reading and Mathematics Indicator Summaries (State, District, School)
 - Science Grade Level Standard Summary (State, District, School)
 - District Report of School Performance
 - School Student Roster
 - Individual Student Report also available online

eDIRECT > Reports > Status Reports & Online Testing Statistics

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

Tips for Successful Online Testing

- Make sure each student is provided his/her unique Student Test Tickets.
- Instruct students to End their tests and Exit the INSIGHT Online Testing Software correctly in order for testing statuses to show as Complete.
- If a disruption occurs, always try to have student log in on the same computer first. If a student is “kicked out” of a test, exit the software completely before trying to log in again.

Online Testing Wrap-Up

- If using a TSM, make certain that cached responses have been transferred to DRC after testing is complete.
- Disposal of Test Session Tickets
 - Tickets are secure materials and must be distributed and collected as such.
 - School Test Coordinator to collect and securely destroy Test Session Tickets.

Questions & Answers

NeSA Customer Service

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Fax - (763) 268-2540

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