



- ■ ■ **2013-2014 NeSA-Writing
Online & Paper/Pencil
Test Administration Training**
January 6-8, 2014



DATA RECOGNITION
DRC
CORPORATION

Agenda

- Introductions
- DRC Customer Service Contact Information
- Testing Window & Other Key Dates
- General Guidelines
- Paper/Pencil Testing Procedures
- eDIRECT Test Setup and Reports
- Transcription Instructions
- Tips for Successful Online Testing & Test Security
- Online Testing Procedures
- Receiving & Returning Test Materials
- Where to Find the Test Administration Manuals
- More Key Dates
- Questions & Answers

Your DRC Nebraska Project Team

- Patricia Johnson, Program Director
- John Born, Program Lead
- Valerie Cook, Project Manager
- Anne Lawton, Associate Project Manager
- Andrew Lenn, Customer Service Representative

We Are Here for You!

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 13 – February 14, 2014)



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.



2013-2014 NeSA-Writing Testing Window

January 20-February 7, 2014



Key Dates – NeSA-Writing Test

Paper/Pencil Test Materials Delivered to Districts	January 6
Paper/Pencil & Online Test Administration Training	January 6-8
eDIRECT Test Setup & Student Test Tickets Available	January 8
Districts Distribute Materials to Schools	By January 8
Districts Train School Personnel	By January 13
NeSA-Writing Testing Window	January 20- February 7
Districts Return Secure Test Materials to DRC	By February 12
Paper/Pencil Student Responses Available in eDIRECT	March 18

2013-2014 NeSA-Writing Manuals

DRC INSIGHT™
ONLINE LEARNING SYSTEM

eDIRECT USER GUIDE
NEBRASKA

2013 – 2014
NeSA-Writing Test

Produced by Data Recognition Corporation (DRC)
13450 Bass Lake Road
Maple Grove, MN 55311
Direct: 1-800-826-2368
Nebraska Customer Service: 1-866-342-6280
Website: <https://ne.drcdirect.com>
Email: necustomerservice@datarecognitioncorp.com
Revision Date: December TBD, 2013

NEBRASKA STATE ACCOUNTABILITY

NeSA
Writing

ONLINE TEST
ADMINISTRATION MANUAL

2013-2014 NeSA-WRITING
GRADES 8 and 11

2013-2014 NeSA-WRITING PRACTICE TEST
2013-2014 NeSA-WRITING FIELD TEST
2013-2014 NeSA-WRITING OPERATIONAL 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) 471-2400. The assessment contractor is Data Recognition Corporation (DRC). DRC can be reached by calling toll-free (800) 342-6280, by emailing necustomerservice@datarecognitioncorp.com, or by visiting (762) 358-2543.

NEBRASKA STATE
ACCOUNTABILITY

NeSA
Writing

2014 NeSA-WRITING
PAPER/PENCIL MANUAL
FOR TEST COORDINATORS
AND ADMINISTRATORS
GRADES 4, 8, and 11

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) 471-2400. The assessment contractor is Data Recognition Corporation (DRC). DRC can be reached by calling toll-free (800) 342-6280, by emailing necustomerservice@datarecognitioncorp.com, or by visiting (762) 358-2543.

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.
- 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

- **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**

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 hand bubble the student's demographic information on pages one and two of the writing booklet.

Foreign Language Responses

- Grades 4, 8, and 11 – Paper/Pencil
 - Spanish translated writing booklets which include the test instructions, rubric self assessment tool, and the writing prompt are available from DRC.
 - All students responding in Spanish or another foreign language must do so in English versions of the paper writing booklets.
 - Complete the field on page one of the writing booklet indicating the student responded in a foreign language.

D	FOREIGN LANGUAGE
<input type="radio"/> Student responded in Spanish. <input type="radio"/> Student responded in language other than English or Spanish.	



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 the student was administered the test in a 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

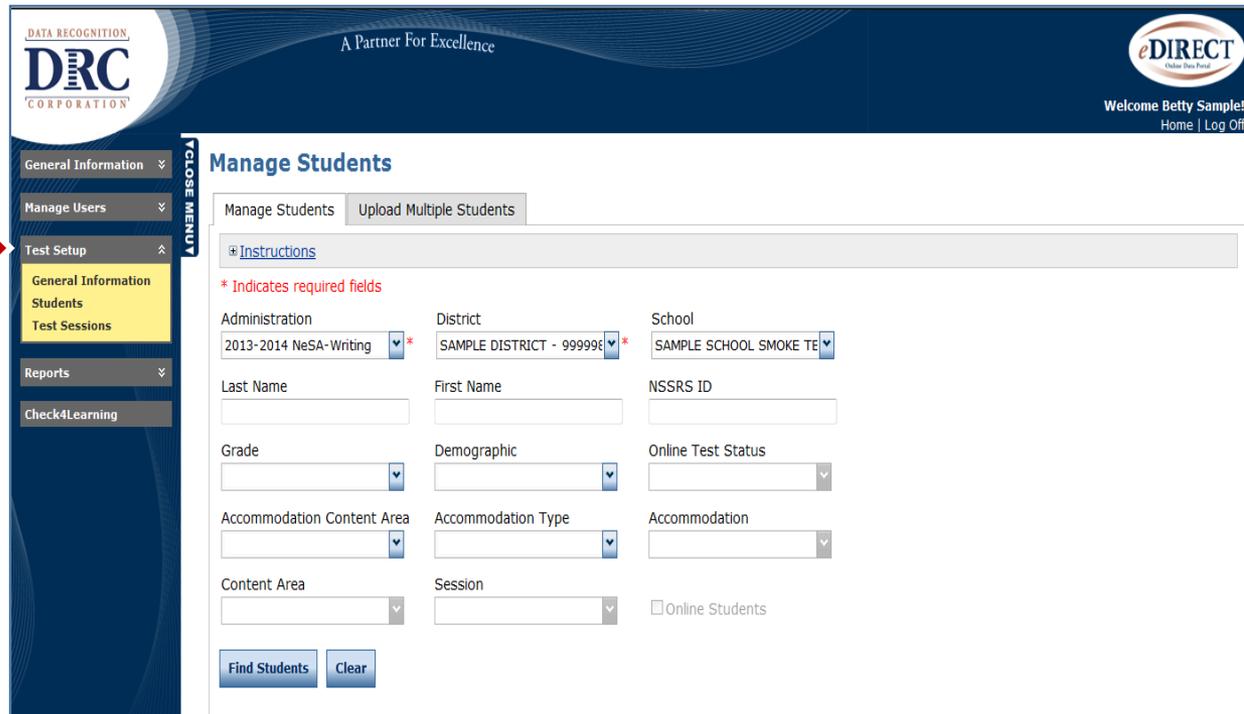
- Accommodations for students with IEP or 504 Plans and English Language Learners who respond in a paper writing booklet must be reported in the Accommodations field on page one of the booklet.

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

- NDE's Approved Accommodations document.
http://www.education.ne.gov/assessment/pdfs/2013_NeSA_Accommodations.pdf

eDIRECT > Test Setup

- Test Setup accessed through eDIRECT
 - <https://ne.drctedirect.com>
 - Available on January 8, 2014
 - 2013-2014 NeSA-Writing permissions required



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eDIRECT
Out of the Field

Welcome Betty Sample!
Home | Log Off

General Information
Manage Users
Test Setup
General Information
Students
Test Sessions
Reports
Check4Learning

Manage Students

Manage Students Upload Multiple Students

[Instructions](#)

* Indicates required fields

Administration 2013-2014 NeSA-Writing * District SAMPLE DISTRICT - 99999 * School SAMPLE SCHOOL SMOKE TE

Last Name First Name NSSRS ID

Grade Demographic Online Test Status

Accommodation Content Area Accommodation Type Accommodation

Content Area Session Online Students

Find Students Clear



Test Setup > Students > Manage Students

DATA RECOGNITION CORPORATION *A Partner For Excellence* **DIRECT** Online Data Portal

Welcome Betty Sample!
Home | Log Off

Manage Students

Manage Students | Upload Multiple Students

[Instructions](#)

* Indicates required fields

Administration 2013-2014 NeSA-Writing *	District SAMPLE DISTRICT - 99999€ *	School SAMPLE SCHOOL SMOKE TE
Last Name	First Name	NSSRS ID
Grade	Demographic	Online Test Status
Accommodation Content Area	Accommodation Type	Accommodation
Content Area	Session	<input type="checkbox"/> Online Students

Find Students **Clear**

General Information **Students** **Test Sessions**

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

- Manage Students – view and edit student data
 - Name & NSSRS ID number
 - Date of Birth, Grade, and Gender
 - Accommodations
 - Demographics – Race/Ethnicity, 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 a 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

Edit Student

[Instructions](#)

* Indicates required fields

Last Name * First Name * Middle Initial NSSRS ID *
 Student Sample 4455665544

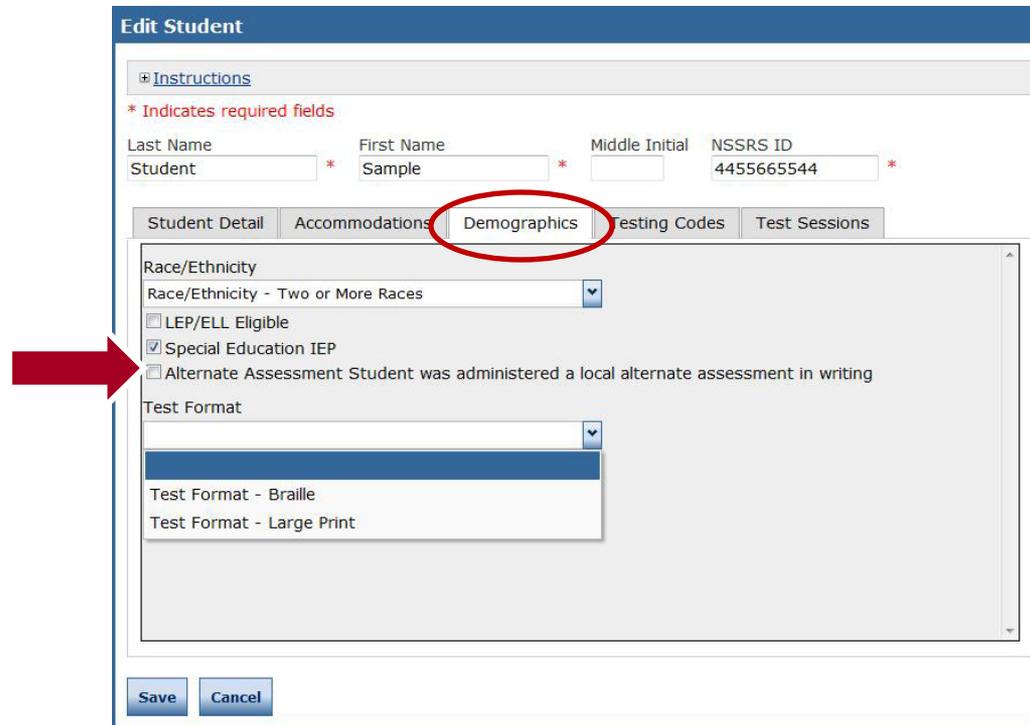
Student Detail **Accommodations** Demographics Testing Codes Test Sessions

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 type="checkbox"/>
Presentation	ELL – Direct Linguistic Support with Test Directions	<input type="checkbox"/>
Presentation	ELL – Direct Linguistic Support with Content and Test Items	<input type="checkbox"/>
Presentation	ELL – Indirect Linguistic Support	<input type="checkbox"/>

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 * Sample * 4455665544 *

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

Race/Ethnicity
Race/Ethnicity - Two or More Races

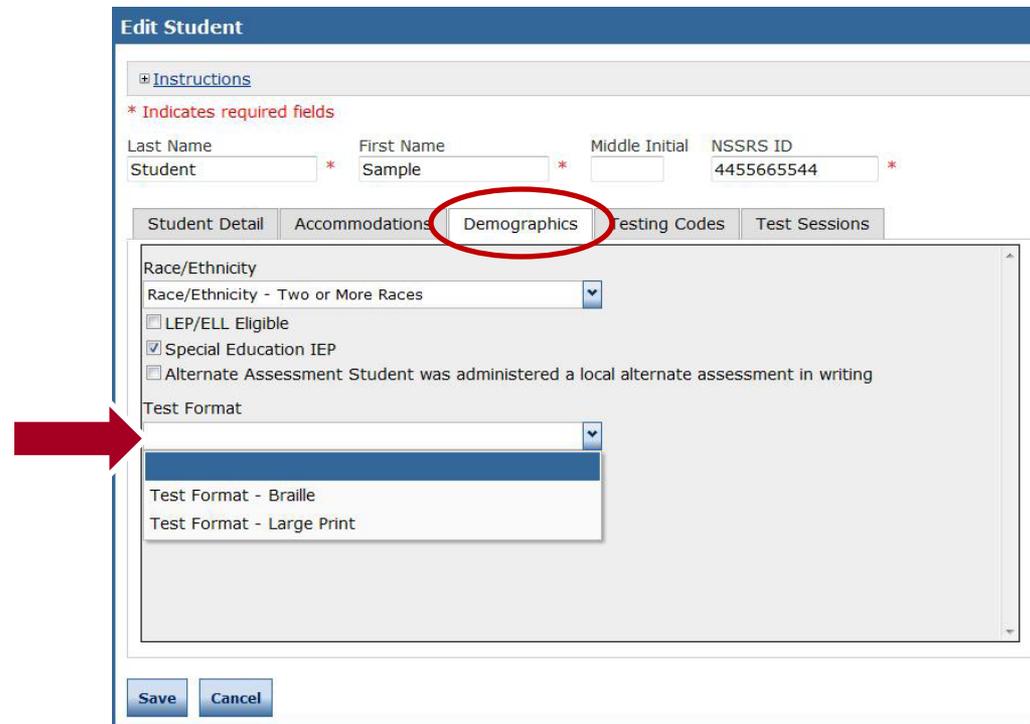
LEP/ELL Eligible
 Special Education IEP
 Alternate Assessment Student was administered a local alternate assessment in writing

Test Format
Test Format - Braille
Test Format - Large Print

Save Cancel

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 * Sample * 4455665544 *

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

Race/Ethnicity
Race/Ethnicity - Two or More Races ▾
 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



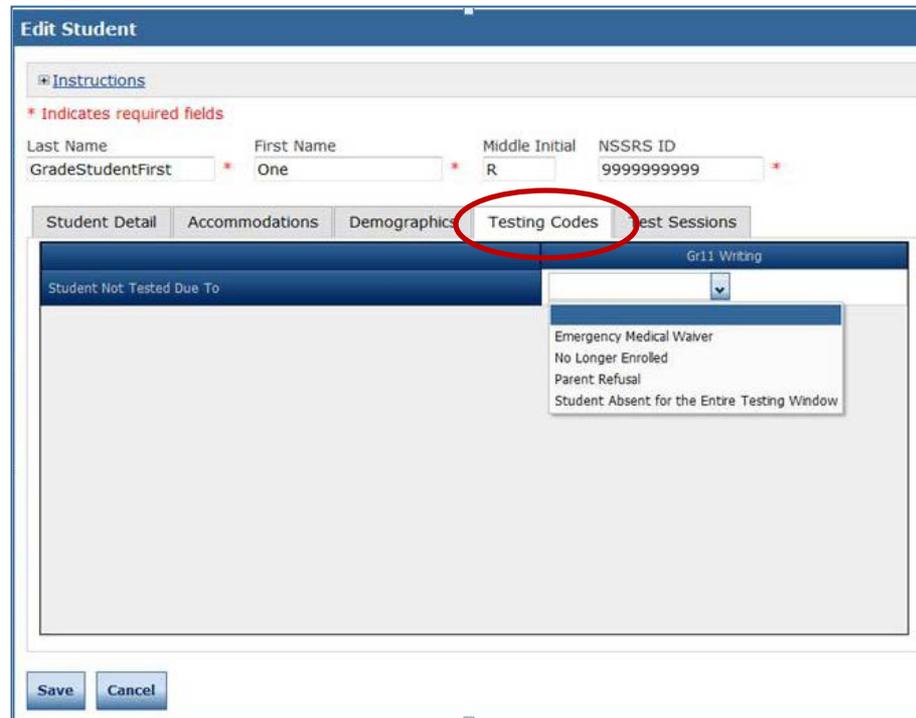
Visual Display Settings – Grades 8 & 11

- Online

- New in 2013-2014, 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 highlighted with a red circle. A dropdown menu is open, showing the following options: 'Emergency Medical Waiver', 'No Longer Enrolled', 'Parent Refusal', and 'Student Absent for the Entire Testing Window'. The 'Save' and 'Cancel' buttons are at the bottom.



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: 2013-2014 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**

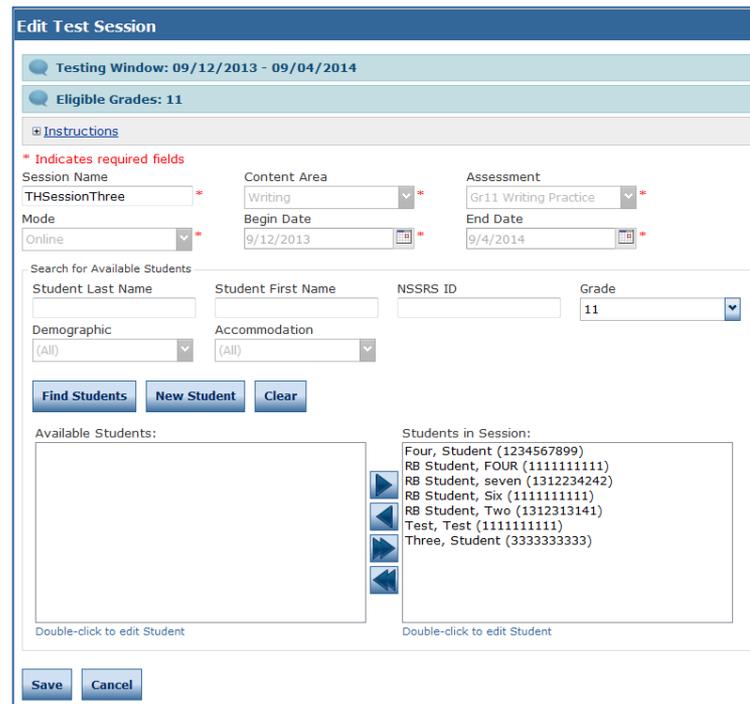
[+ Instructions](#)

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 from this screen, and then edited.



The screenshot shows the 'Edit Test Session' interface. At the top, it displays the testing window '09/12/2013 - 09/04/2014' and eligible grades '11'. Below this is an 'Instructions' section with a red asterisk indicating required fields. The form includes fields for Session Name (THSessionThree), Content Area (Writing), Assessment (Gr11 Writing Practice), Mode (Online), Begin Date (9/12/2013), and End Date (9/4/2014). A search section for available students includes fields for Student Last Name, Student First Name, NSSRS ID, Grade (11), Demographic (All), and Accommodation (All). There are buttons for 'Find Students', 'New Student', and 'Clear'. Below the search fields are two lists: 'Available Students' (empty) and 'Students in Session' (containing: 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 instructions are provided for both lists. At the bottom are 'Save' and 'Cancel' buttons.

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	     



[Add Session](#) [Export to Excel](#) [Unlock Selected](#) [Unlock All](#)

Print Student Test Tickets

- Available January 8, 2014
- Tickets are secure test materials
- Includes Instructions, Student Test Roster, and 2013-2014 NeSA-Writing Student Test Tickets (8 per page).

<p>2013-2014 NeSA-Writing Test Ticket Gr8 Writing</p> <p>School: SAMPLE SCHOOL SMOKE TEST EDIRECT</p> <p>Student Name: Roja, StuOne NSSRS ID: 6666666666 Username: SROja3 Password: TOOK9469</p>

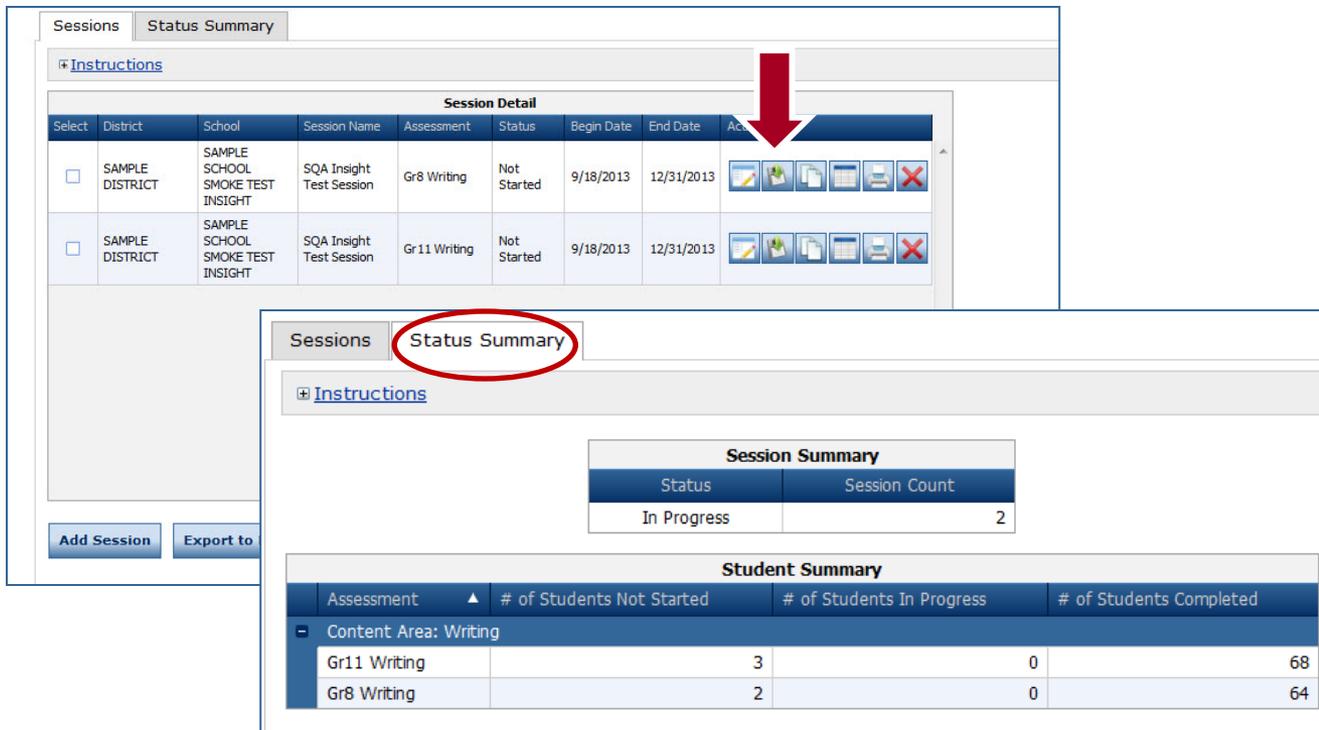


Unlocking Student Test Tickets

- 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.

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.



Sessions | **Status Summary**

[Instructions](#)

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	   

Sessions | **Status Summary**

[Instructions](#)

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

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.

The screenshot displays the eDIRECT user interface for viewing writing responses. The left navigation menu has a red arrow pointing to 'View Writing Responses'. The main area includes search filters and a table of results.

Search Filters:

- Administration: 2013-2014 NeSA-W Practic*
- District: ADAMS CENTRAL PUBLIC SC*
- School: ADAMS CENTRAL JR-SR HIG*
- Grade: 08*
- Mode: Online*

Buttons: Export Results, Find Students

Students Table:

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 Complete
 - Images of Grades 4, 8 and 11 responses submitted in writing booklets will be available in eDIRECT on March 18, 2014.

Status Reports & Online Testing Statistics

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

Status Reports

* Indicates required fields

Administration: 2013-2014 NeSA-Writing
District: SAMPLE DISTRICT - 999999
School: SAMPLE SCHOOL OTT - 999

Title	Action
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
District Report of Testing Status by School	View
Weekly District Report	View

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Online Testing Statistics

2013-2014 NeSA-W Practice Test

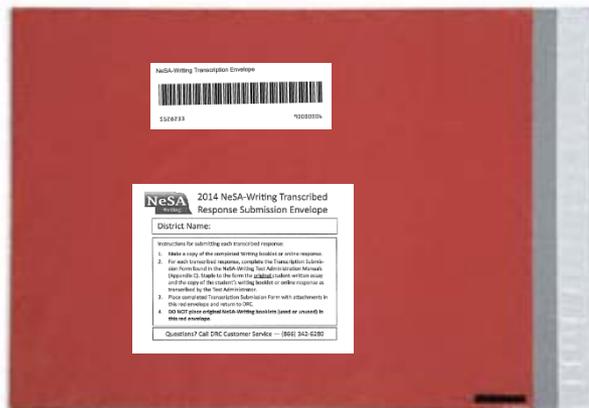
Cumulative Yesterday

Student / Grade	District / Date	Test Started Count	Test Ended Count
All Tests			
Total		4236	4236
By Subject			
Subject		Test Started Count	Test Ended Count
SGA		49	35
Writing		423	326
By Grade			
Grade		Test Started Count	Test Ended Count
05		1	1
06		116	45
07		1	1
08		71	14
11		3	1
By Subject and Grade			
Subject	Grade	Test Started Count	Test Ended Count
SGA	06	66	34
SGA	08	3	2
Writing	05	1	1



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.
 - Return red envelope to DRC whether used or unused.



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.
- The NeSA testing software does not support touch screen functionality. 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.



Tips for Successful Online Testing

- If a school did not participate in the NeSA-W Field Test during the window (November 13 – December 20, 2013) 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 LCS (if applicable) are working correctly.

- Remind students:
 - The Clear button clears the writing response area of ALL text and formatting. They should consider it a Start-Over button.
 - 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.

Tips for Successful Online Testing

- Make sure each student is provided his/her unique Student Test Ticket.
- Instruct students to End their tests and Exit the INSIGHT Online Testing Software correctly in order for responses to be viewable in View Writing Responses and 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.
- If using an LCS, make certain that all responses have been transferred to DRC after testing is complete. (See page 63 – DRC INSIGHT Technology User Guide – NeSA Version.)



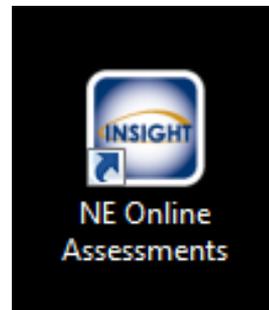
Test Security for Test Administrators

- The test prompts are not to be viewed by anyone prior to test administration.
- The 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 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 categories, each with a NeSA logo:

- Writing Practice Test**: Includes a link for **Test Sign In**.
- Writing Field Test**: Includes a link for **Test Sign In**.
- Writing Test**: Includes links for **Online Tools Training** and **Test Sign In**.
- Reading, Mathematics, Science Tests**: Includes links for **Online Tools Training** and **Test Sign In**.

A red-bordered white box with a red arrow pointing to the 'Test Sign In' link under the 'Writing Test' category contains the following text:

Students should click Test Sign In to access the NeSA-Writing Test.

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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:

[Back](#)

4.2.0
vbisector-d rev:cde1286

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2013-2014 NeSA-Writing Test Ticket
Gr8 Writing

School: SAMPLE SCHOOL SMOKE TEST
EDIRECT

Student Name: Roja, StuOne
NSSRS ID: 0000000000
Username: SRoja3
Password: TOOK9489

Receiving Paper/Pencil Test Materials

- District – Administrative Materials
 - 2014 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**
 - 2014 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 8, 2014
 - Select 2013-2014 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 Data Portal

Welcome Anne Lawton!
Home | Log Off

Search Additional Materials

[Instructions](#)

* Indicates required fields

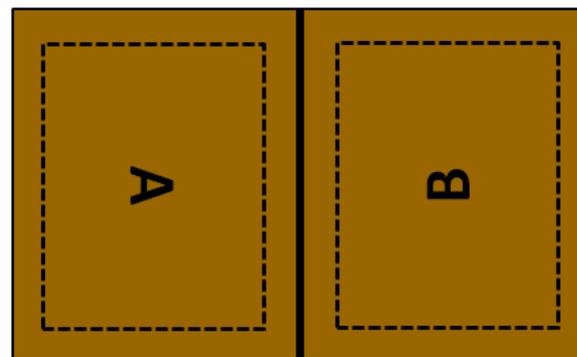
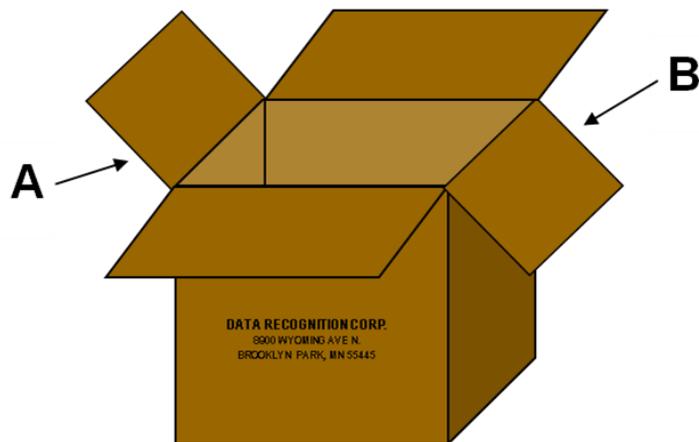
Administration: 2013-2014 NeSA-Writing *
District: (Select) *
School: (All)

Status: (All)
Order #:
Request #:

Find Orders Add Order Export Orders

Materials Return - DAC

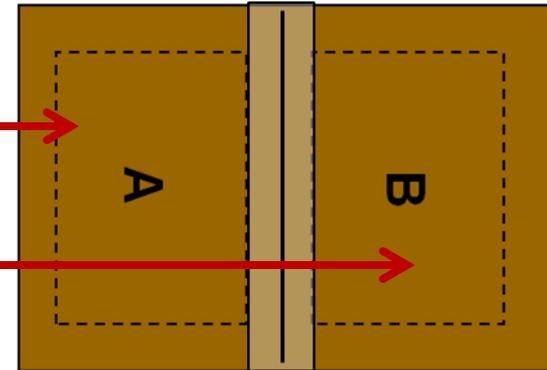
- Condense school boxes when possible.
 - Grades may be combined.
- Fold the outer flaps (with old shipping labels) in, exposing the A& B flaps.
- Seal boxes securely.



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 12, 2014.
- **Retain Security Checklist.**

Overhead view of closed box



Where to Find the Manuals

- NDE Statewide Assessment Website
 - <http://www.education.ne.gov/Assessment/>

- DRC eDIRECT - <https://ne.drcedirect.com>
 - General Information > Documents > Administration – 2013-2014 NeSA-Writing

More Important Dates

- **April 11-15, 2014**
 - NeSA-Writing Reporting WebEx Sessions
- **April 17, 2014**
 - 2014 NeSA-Writing Reports Posted in eDIRECT
- **July 28, 2014**
 - 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 13 – February 14, 2014)

