Online

2015 NeSA-Reading, Mathematics, and Science Test Administration Training

February 19-20, 2015

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Agenda

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

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2015 NeSA-RMS Training

- Test Administration WebEx Training
  - Online – February 19 and 20
  - Paper/Pencil and Alternate Assessment – February 19 and 20
- NeSA-RMS Reporting WebEx Training
  - July 6-8

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Test Administration Manuals

- *2014-2015 NeSA-Reading, Mathematics, and Science Test Administration Manual* – Available by February 24.
- *eDIRECT User Guide: 2014-2015 NeSA-Reading, Mathematics, and Science* – Available by February 24.
- NDE Statewide Assessment Website
  - http://www.education.ne.gov/Assessment/
- DRC eDIRECT - https://ne.drcedirect.com
  - General Information > Documents > Administration – 2014-2015 NeSA-RMS

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2015 NeSA Key Dates

Test Administration Training	February 19-20
eDIRECT Test Setup & Student Test Tickets Available	March 3-May 1
Districts Train School Personnel & Distribute Materials	One Week Prior to Test Window
NeSA-Reading, Mathematics, and Science Window	March 23-May 1
Last Day to Update Accommodations & Not Tested Codes in eDIRECT	May 1
Last Day for UPS to Pickup Test Materials from Districts	May 6
NeSA WebEx on Reporting	July 6-8

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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.

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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

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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) English 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.

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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/Approved_Accommodations.pdf

Procedures for Districts with Some Paper/Pencil Testers

- All students contained in the NSSRS file will be loaded into eDIRECT > Test 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.

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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.

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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.

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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.

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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.

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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.

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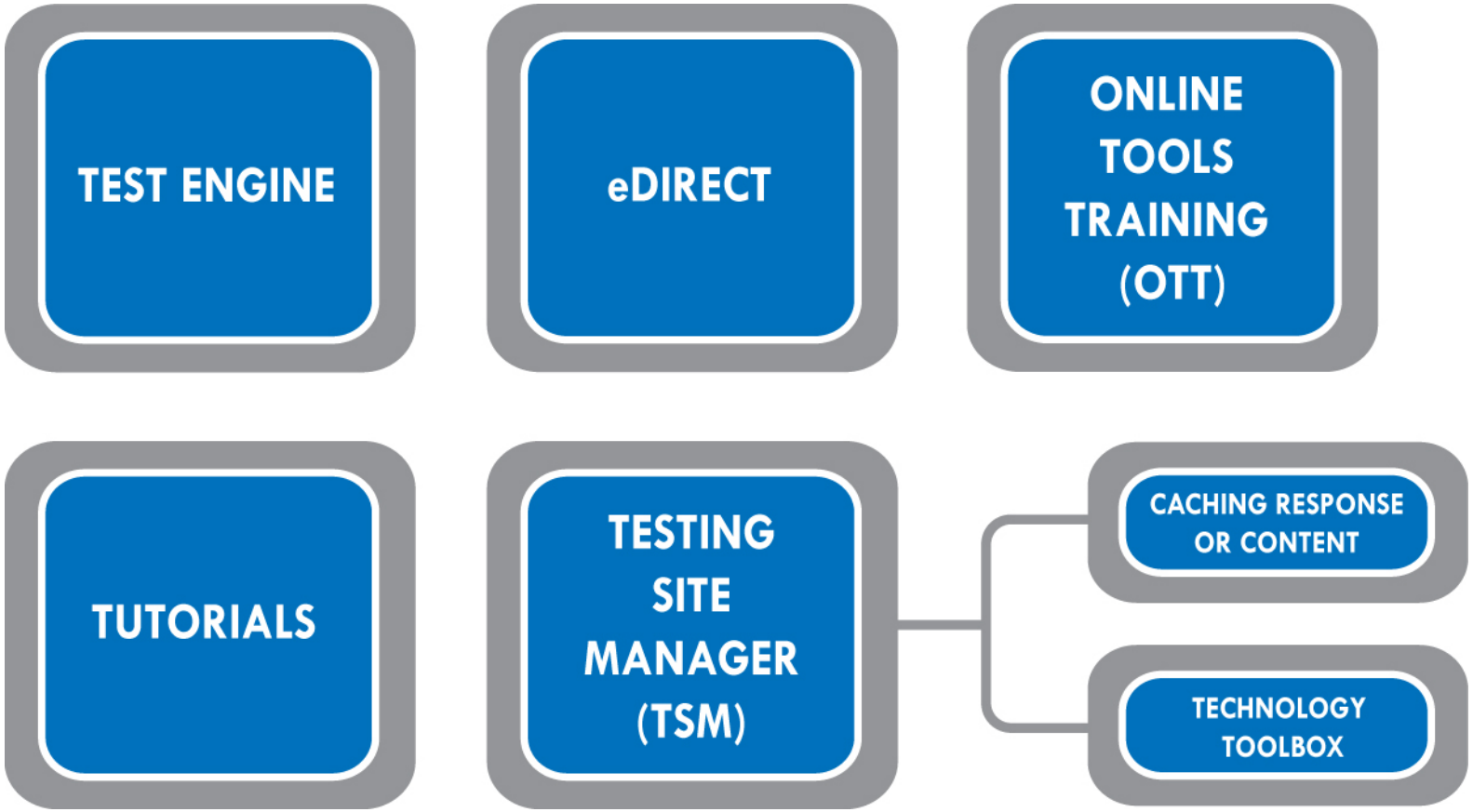
Online Testing with DRC INSIGHT



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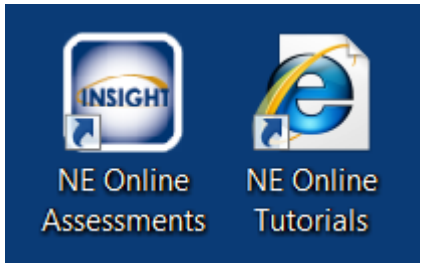
Supported Operating Systems

- For 2015 NeSA-RMS online testing, DRC supports the use of touch-screen interfaces for iPad devices only, including iOS 8.0 and 8.1.
- Complete information regarding supported operating systems and system requirements can be found in the *DRC INSIGHT Technology User Guide.*
- Updated *DRC INSIGHT Technology User Guide*- Available March 4.
- Access the guide through eDIRECT > General Information > Documents.
- The guide will also be posted to the NDE's Statewide Assessment Website.

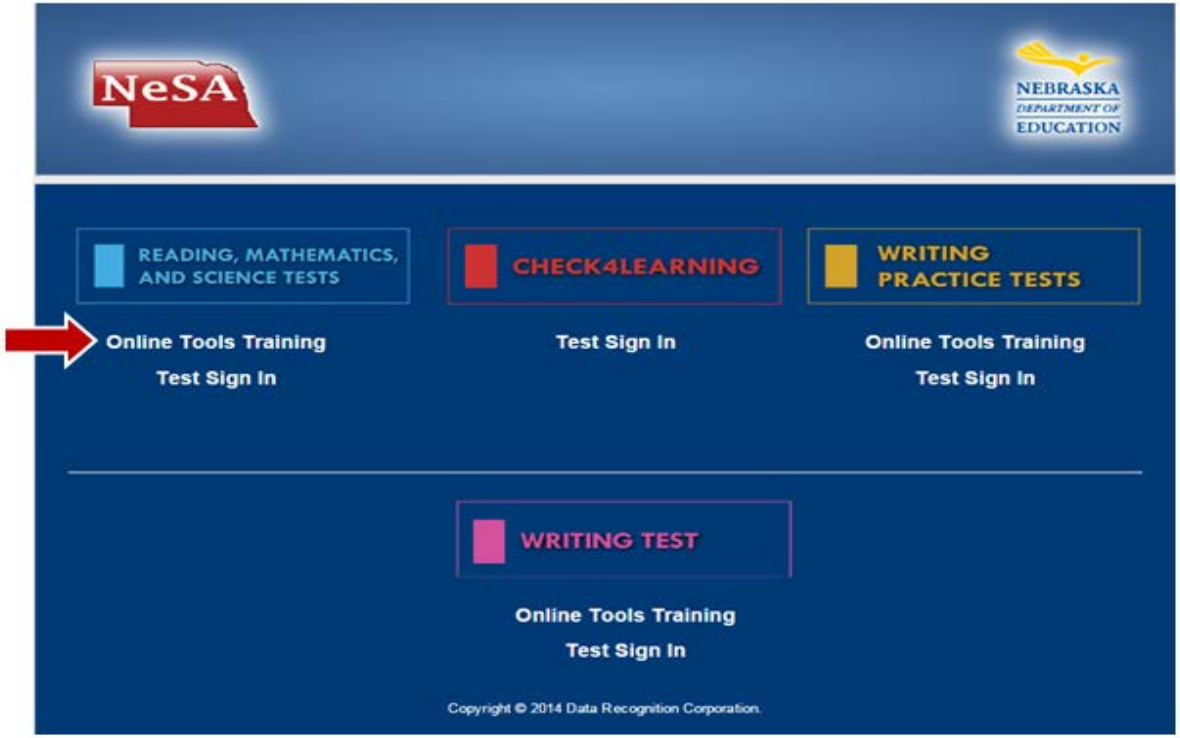
Online Tutorials and Practice Tests

- 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.



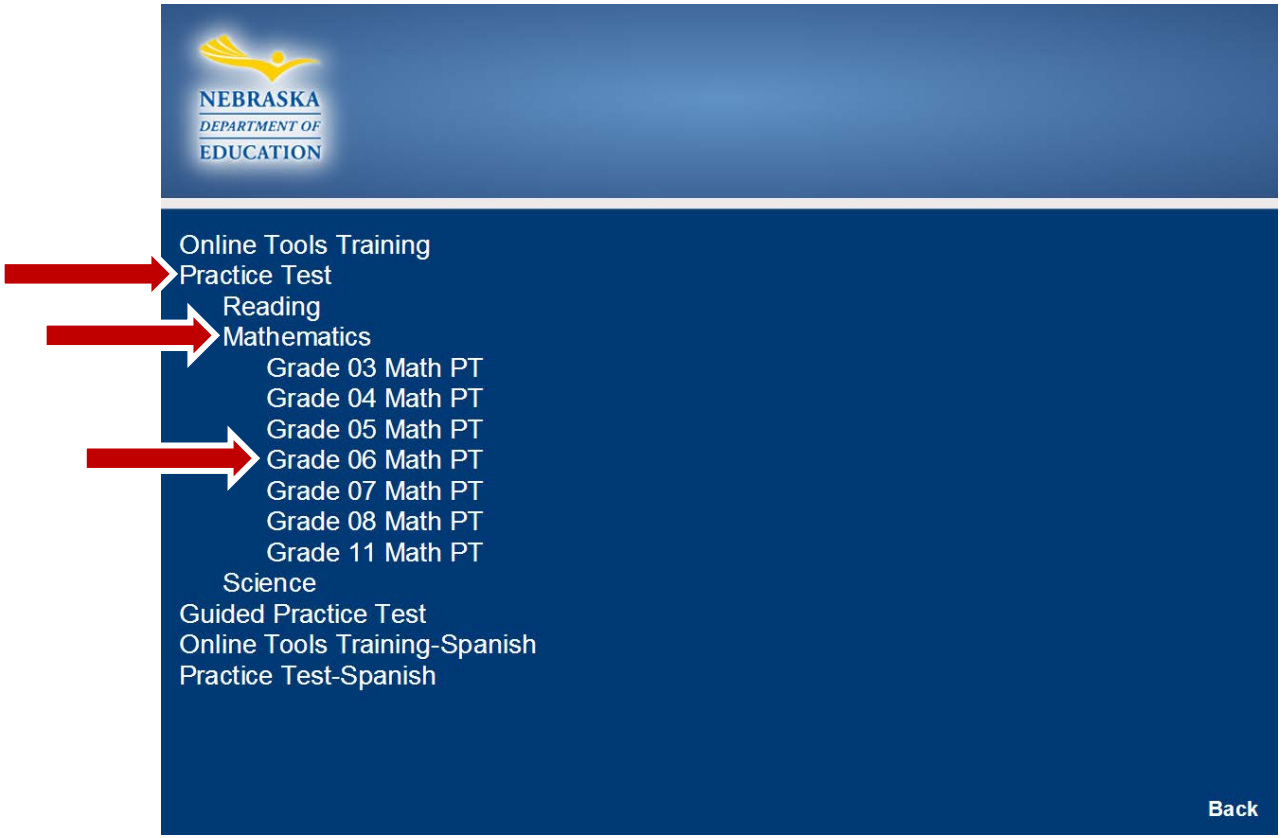
Online Tools Training, Practice Tests, and Guided Practice Tests

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



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.

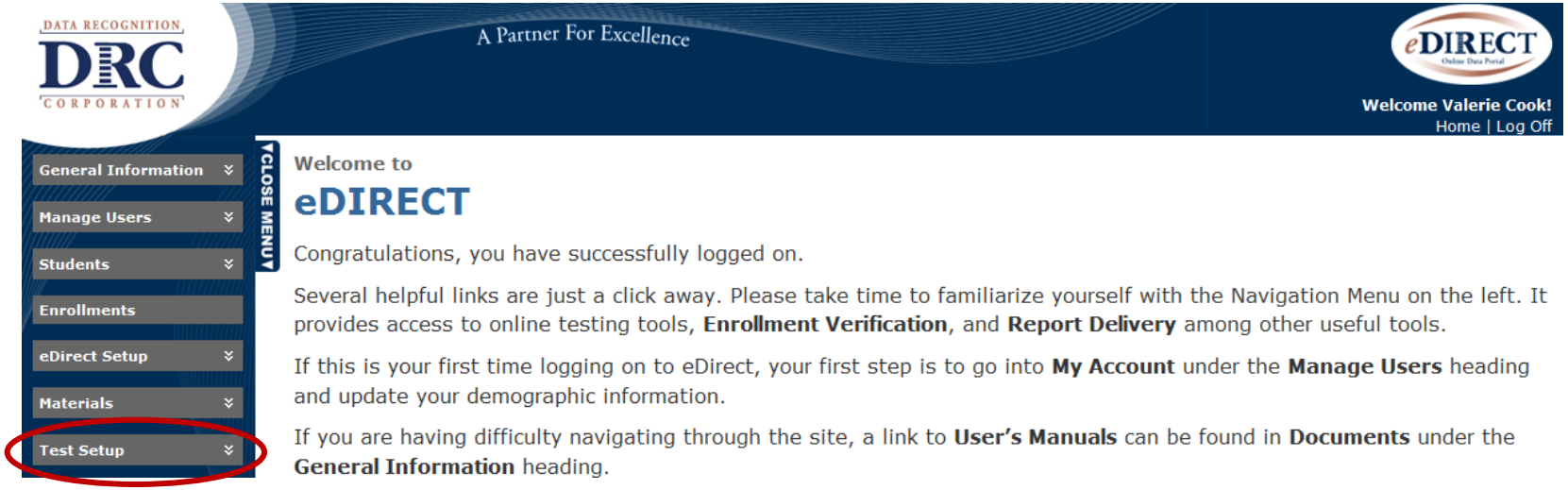


Logging into Online Tools Training, Practice Tests, and Guided Practice Tests

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

eDIRECT Test Setup

- Accessed through eDIRECT
  - https://ne.drcedirect.com
  - Available on March 2
  - 2014-2015 NeSA-RMS Permissions Required



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eDIRECT Test Setup > General Information

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

eDIRECT > Test Setup > Students

- To Find Students
  - Select administration 2014-2015 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

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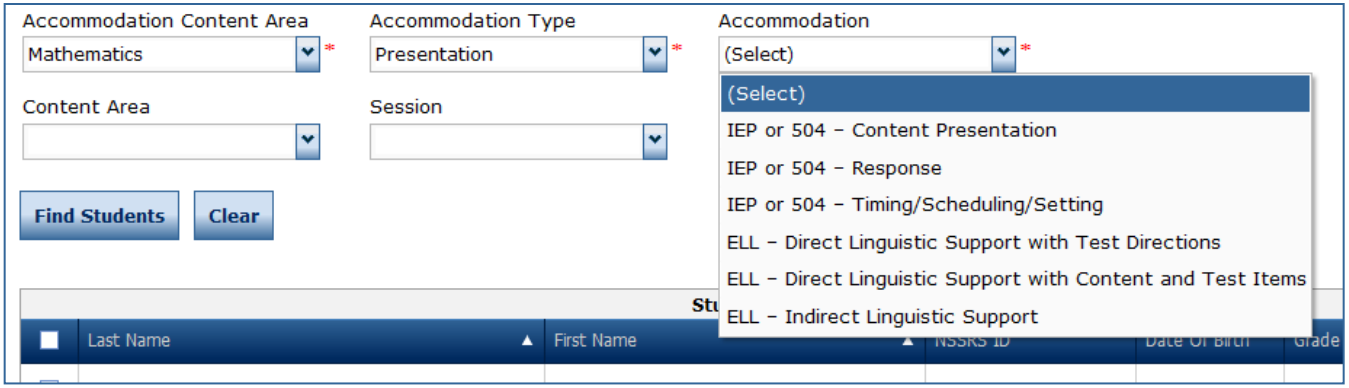
eDIRECT > Test Setup > Students

- 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.

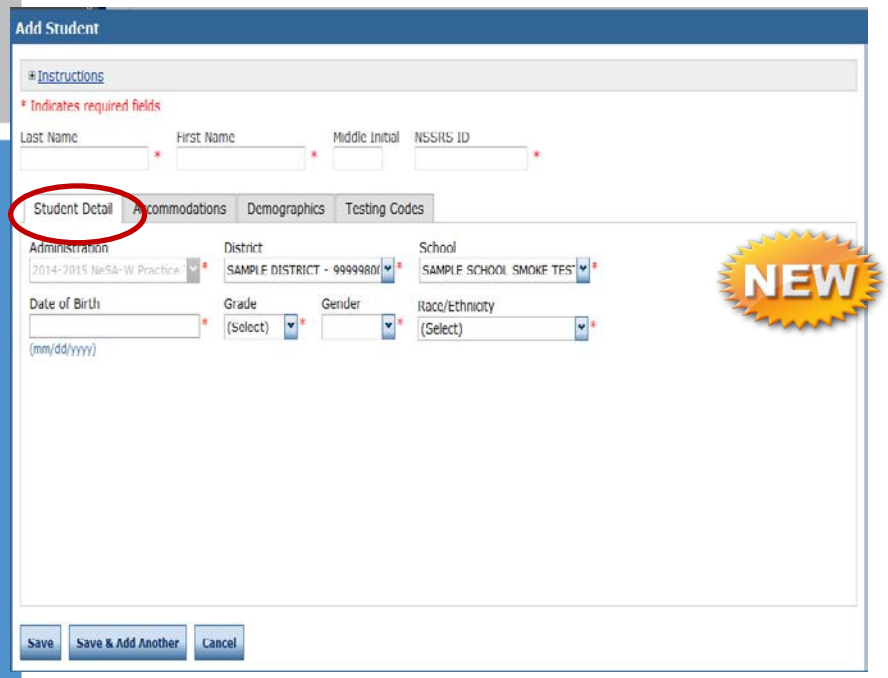


eDIRECT > Test Setup > Students

- Apply any applicable filters (con't)
  - Content Area
  - Session
  - Session Assignment
    - Select "Online" default to see just the students assigned to a Test Session.
    - Select "(None)" in the "Session Assignment" filter in eDIRECT > Test Setup > Students to find <u>any</u> student who is not already assigned to an online Test Session (includes all students precoded as Alternate Assessment).

eDIRECT > Test Setup > Students >Edit Students > Student Detail

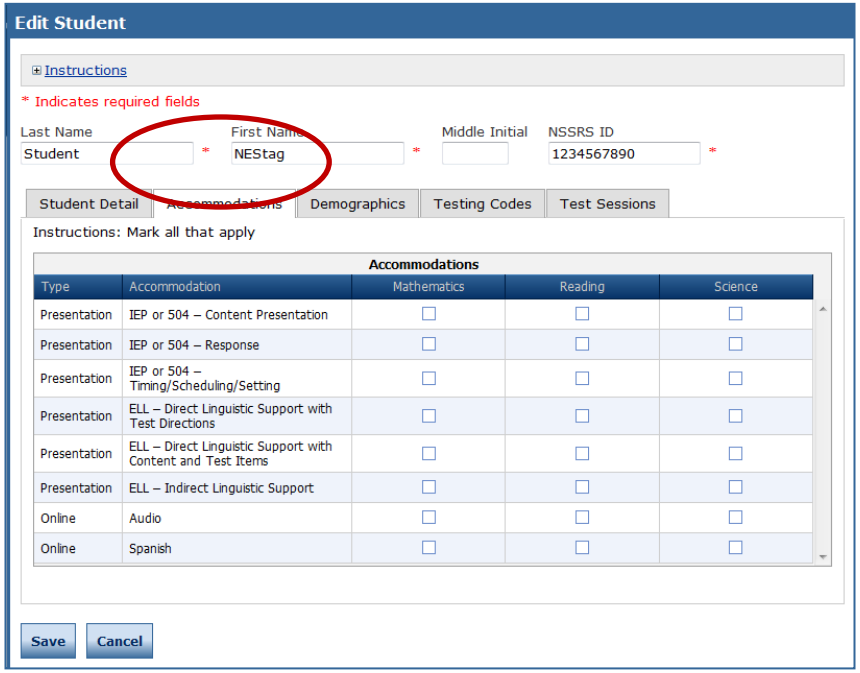
- To View/Edit Student data
  - Click on Action Icon – View/Edit
  - Edit student's name, NSSRS ID number, Date of Birth, Grade, Gender, or Race/Ethnicity on the Student Detail tab.



- Students who have moved between schools within the district must be added as a new student at the appropriate school.
- Race/Ethnicity is a required field.
- Be sure to Save any edits.

eDIRECT > Test Setup > Students >Edit Students > Accommodations

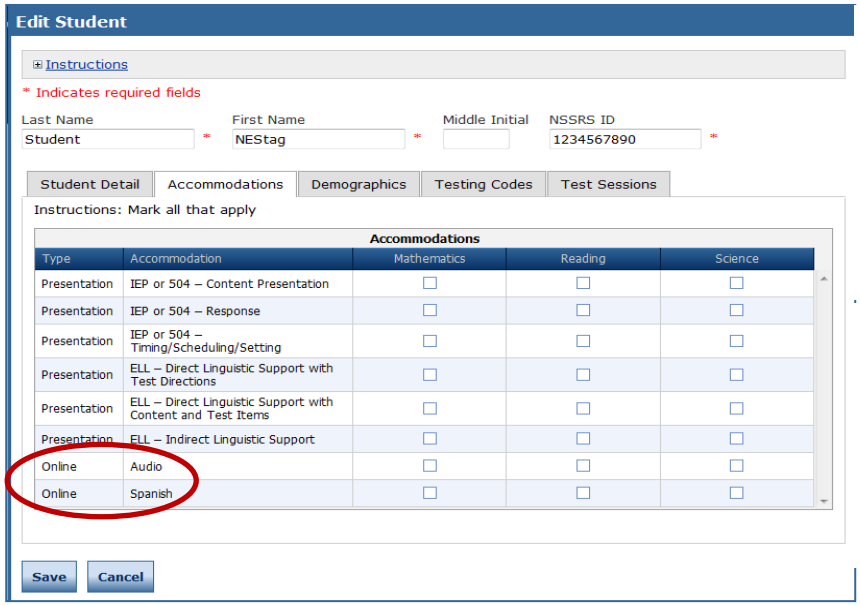
- Accommodations
  - Select the Accommodations tab
  - Flag all Presentation and/or Online accommodations by content area
  - Be sure to Save any edits
  - Make all updates to Presentation Accommodations by May 1st

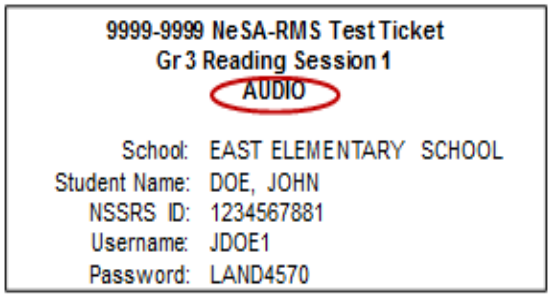


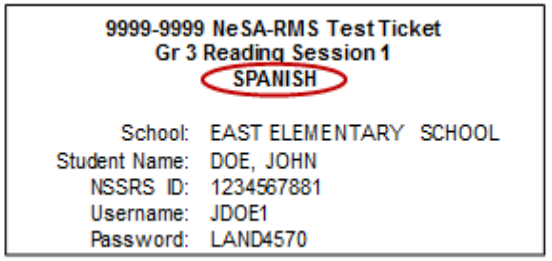
eDIRECT > Test Setup > Students >Edit Students > Accommodations

NEW

- Online – Audio or Spanish
  - Flag students who need Audio or Spanish accommodations by content area prior to printing Student Test Tickets
  - Be sure to Save any edits
  - Student Test Tickets will display “AUDIO” or “SPANISH”







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eDIRECT > Test Setup > Students >Edit Students > Accommodations

NEW

Online – Audio or Spanish continued

- If the student's ticket was printed before assigning the Audio or Spanish accommodation, the original ticket should be destroyed and a new ticket printed.
- Be sure the student has been assigned to the accommodated form of the test before logging in.

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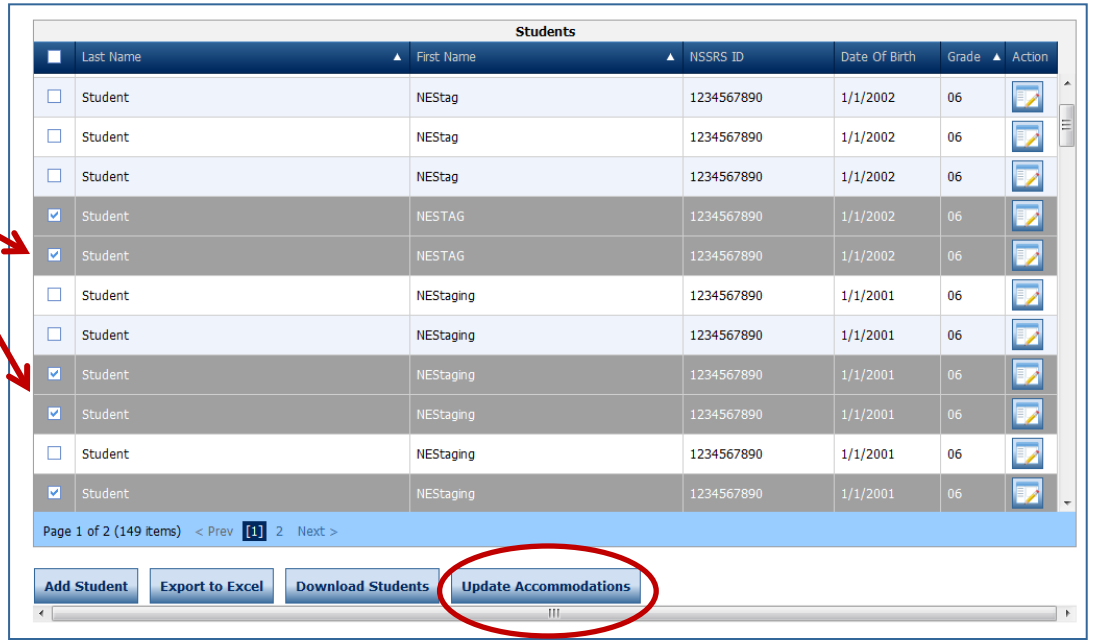
eDIRECT > Test Setup > Students Update Accommodations

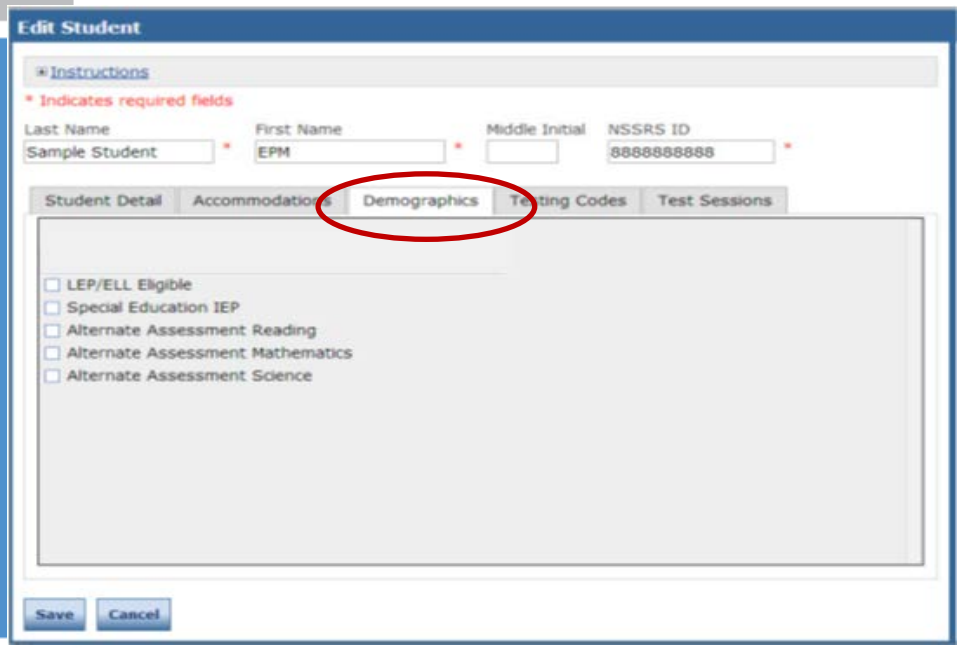
- Updating Accommodations for multiple students
  - Add or remove accommodations flags for multiple students receiving the <u>same</u> accommodations by using the Update Accommodations button on the Manage Students screen

Select Students



eDIRECT > Test Setup > Students >Edit Students > Demographics

- Demographics
  - Select the Demographics tab
  - Edit LEP/ELL Eligible, Special Education IEP, Alternate Assessment by Content Area
  - NOTE: Marking students Alternate Assessment does not remove them from Test Sessions.



- Be sure to Save any edits

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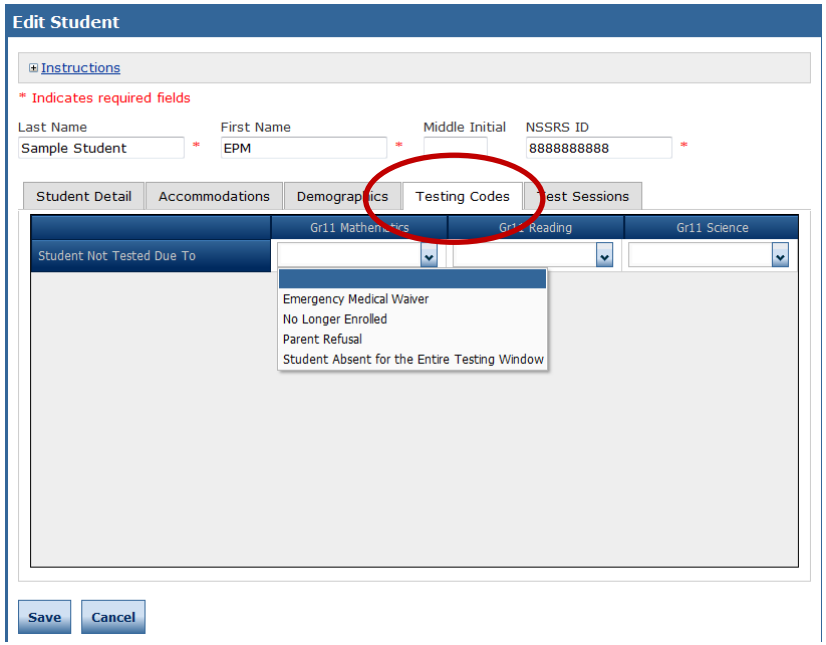
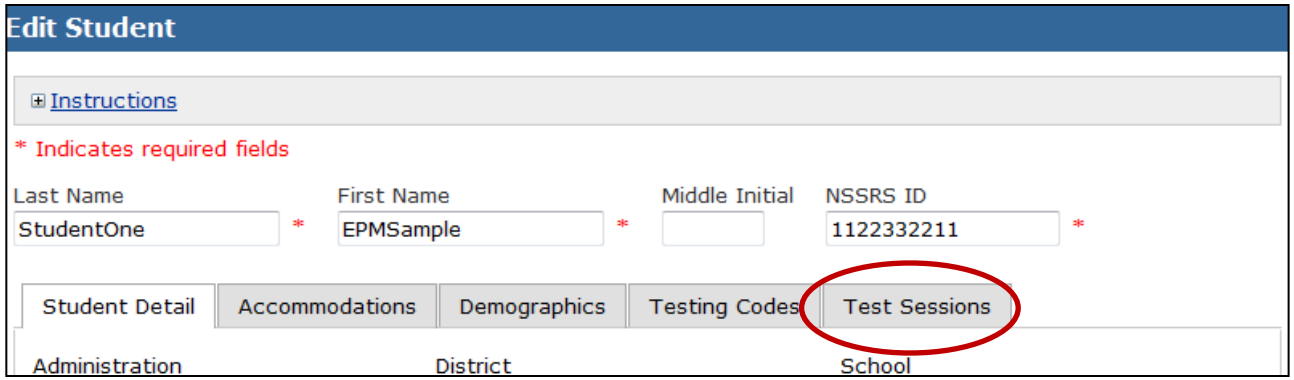
eDIRECT > Test Setup > Students >Edit Students > Testing Codes

- 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
  - Make all updates to Testing Codes by May 1st



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

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



eDIRECT > Test Setup > Test Sessions

- Show Sessions
  - Select 2014-2015 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

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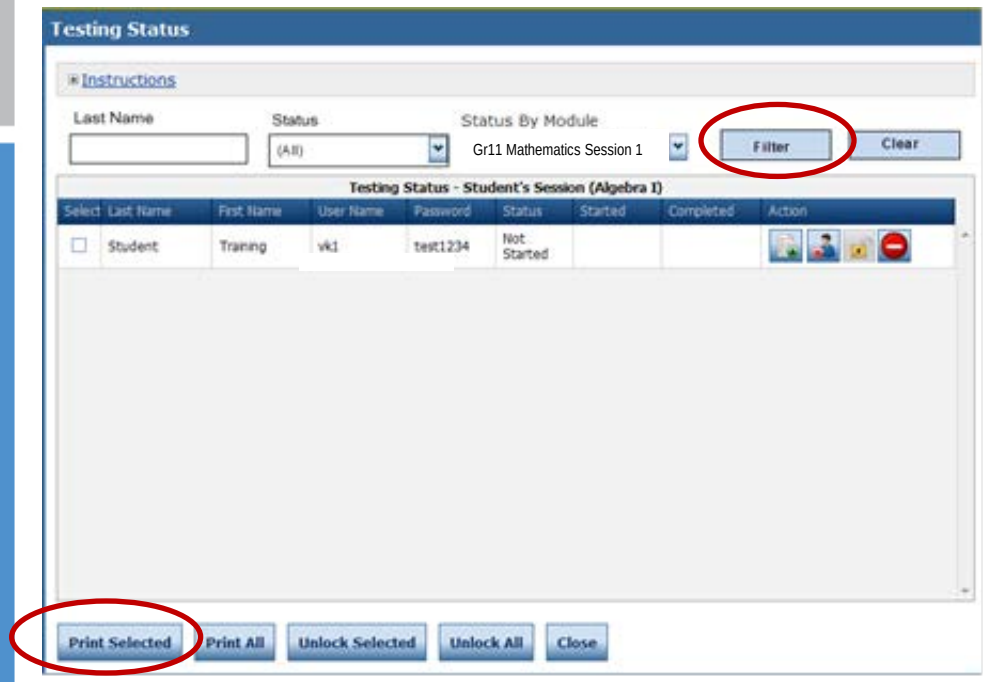
eDIRECT > Test Setup > Test Sessions > Edit Print Ticket Status

- Use the Edit/Print Ticket Status icon to:
  - Print tickets for one or more selected students
  - View Student Test Status

NEW



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

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

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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.

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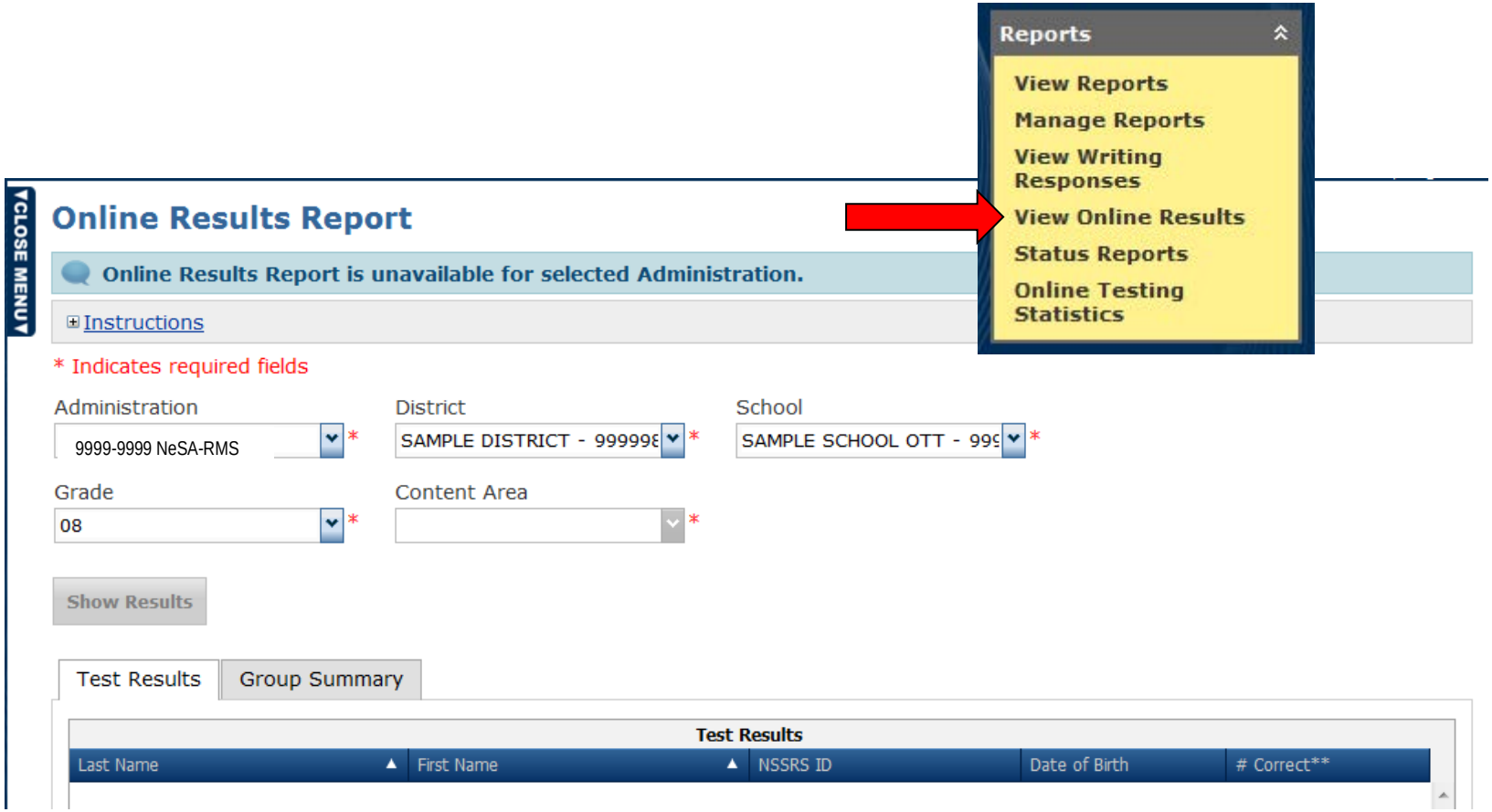
eDIRECT > Reports > View Online Results



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.

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eDIRECT > Reports > View Reports

- Preliminary 2015 NeSA-RMS Reports posted to eDIRECT – July 8
  - 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
- Final 2015 NeSA-RMS Reports posted to eDIRECT – August 19
- Printed Individual Student Reports (include Writing) delivered to districts – September 3

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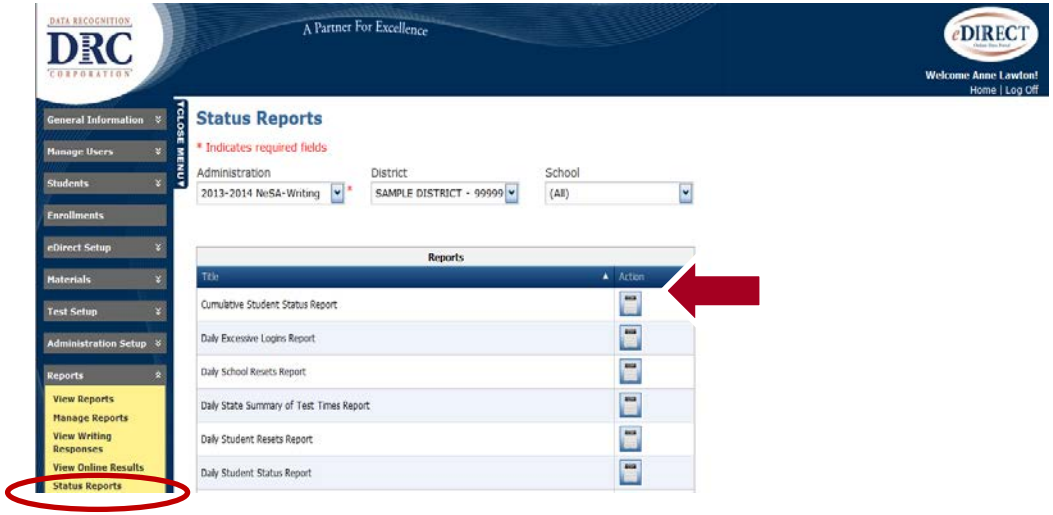
eDIRECT > Reports > Status Reports & Online Testing Statistics

- Online Testing Statistics
  - Track number of tests started and completed
- Status Reports
  - Track testing activity, including excessive logins and school testing status
  - Use Cumulative Student Status Report to see number of students Not Started, In Progress, Locked, 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.

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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.

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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.

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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 (March 16 – May 8, 2015)

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