



Online

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

February 19-20, 2015



Agenda

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

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

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

2015 NeSA Key Dates

Test Administration Training	February 19-20
eDIRECT Test Setup & Student Test Tickets Available	March 2-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

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) 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.

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.

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.

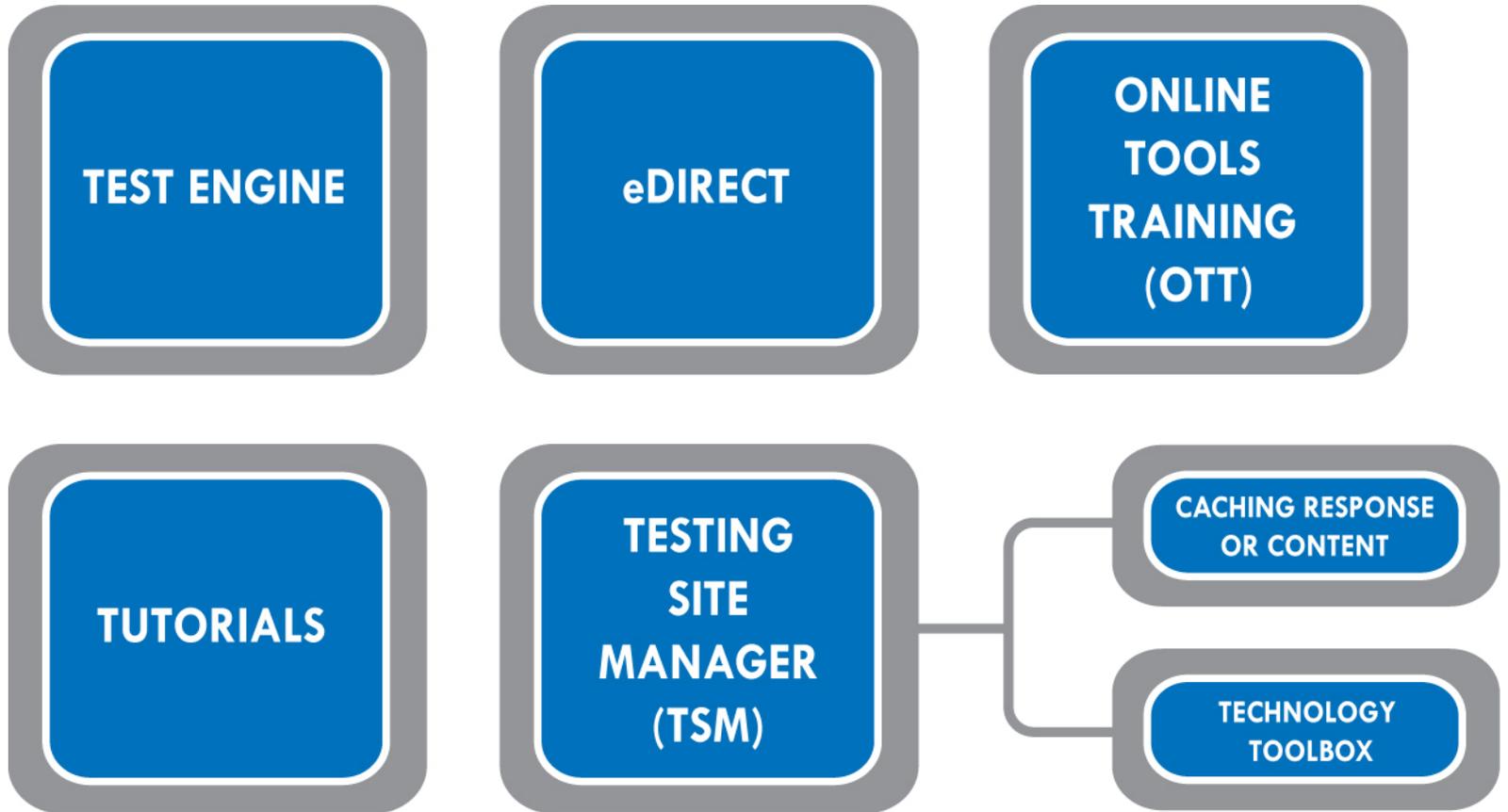
Test Security

- 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.

Online Testing with DRC INSIGHT



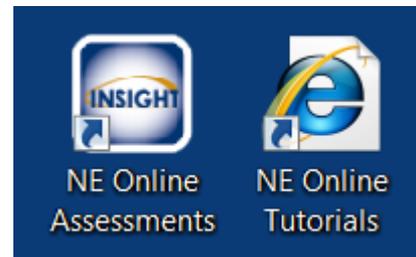
Supported Operating Systems



- 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.

The screenshot displays the NeSA-RMS home page 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 buttons: 'READING, MATHEMATICS, AND SCIENCE TESTS' (blue), 'CHECK4LEARNING' (red), and 'WRITING PRACTICE TESTS' (yellow). Each button has a corresponding 'Test Sign In' link below it. A red arrow points to the 'Online Tools Training Test Sign In' link under the first button. Below these is a 'WRITING TEST' button (pink) with its own 'Online Tools Training Test Sign In' link. At the bottom, there is a copyright notice: 'Copyright © 2014 Data Recognition Corporation.' and the Data Recognition Corporation (DRC) logo.

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 Nebraska Department of Education website interface. At the top left is the logo for the Nebraska Department of Education, featuring a stylized yellow figure with arms raised above the text "NEBRASKA DEPARTMENT OF EDUCATION". Below the logo is a dark blue navigation menu with the following items: "Online Tools Training", "Practice Test", "Reading", "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", "Science", "Guided Practice Test", "Online Tools Training-Spanish", and "Practice Test-Spanish". Three red arrows point to the "Practice Test" link, the "Mathematics" link, and the "Grade 06 Math PT" link. In the bottom right corner of the menu area, there is a "Back" link. The logo for Data Recognition Corporation (DRC) is visible in the bottom right corner of the page.

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

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

NEBRASKA
DEPARTMENT OF
EDUCATION

Please sign in with the following credentials.

Username: pt06math
Password: test1234

Username:
Password:

[Sign In](#)

[Back](#)

vexponent rev:847cc33

Copyright © 2014 Data Recognition Corporation.

eDIRECT Test Setup

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

The screenshot shows the eDIRECT website interface. At the top left is the DRC Corporation logo with the tagline 'A Partner For Excellence'. At the top right is the eDIRECT logo with the tagline 'Online Data Portal' and a user greeting 'Welcome Valerie Cook!' with links for 'Home' and 'Log Off'. On the left side, there is a vertical navigation menu with the following items: 'General Information', 'Manage Users', 'Students', 'Enrollments', 'eDirect Setup', 'Materials', and 'Test Setup'. The 'Test Setup' item is circled in red. The main content area displays a welcome message: '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.'

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

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
-----------	------------	----------	---------------	-------

eDIRECT > Test Setup > Students

- Apply any applicable filters (con't)
 - Content Area
 - Session



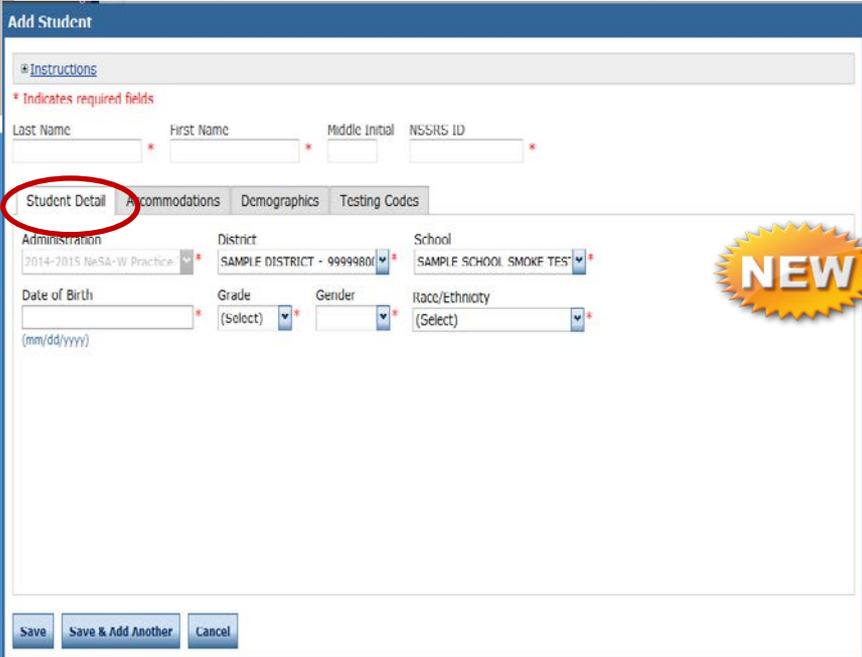
Session Assignment

- 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 any 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.



Add Student

Instructions

* Indicates required fields

Last Name * First Name * Middle Initial NSSRS ID *

Student Detail Accommodations Demographics Testing Codes

Administration 2014-2015 NeSA-W Practice * District SAMPLE DISTRICT - 99999801 * School SAMPLE SCHOOL SMOKE TES *

Date of Birth * Grade (select) * Gender Race/Ethnicity (select) *

(mm/dd/yyyy)

Save Save & Add Another Cancel

NEW

- 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**

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

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"

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

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"/>

Save Cancel

9999-9999 NeSA-RMS Test Ticket
Gr 3 Reading Session 1
AUDIO
School: EAST ELEMENTARY SCHOOL
Student Name: DOE, JOHN
NSSRS ID: 1234567881
Username: JDOE1
Password: LAND4570

9999-9999 NeSA-RMS Test Ticket
Gr 3 Reading Session 1
SPANISH
School: EAST ELEMENTARY SCHOOL
Student Name: DOE, JOHN
NSSRS ID: 1234567881
Username: JDOE1
Password: LAND4570

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.

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

Select Students

	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**

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

Edit Student

Instructions

* Indicates required fields

Last Name: Sample Student * First Name: EPM * Middle Initial: NSSRS ID: 888888888 *

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

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

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

Student Not Tested Due To	Gr11 Mathematics	Gr11 Reading	Gr11 Science
	<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 *

Administration District School

Student Detail Accommodations Demographics Testing Codes **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

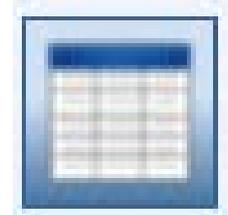
- Use the Export Details icon to download a spreadsheet with student detail including:
 - Student Date Started and Completed
 - Accommodations
 - Not Test Codes flagged for students
 - User Names and Passwords – Must be kept secure!
 - Information updates in real time



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

- Use the Edit/Print Ticket Status icon to to:

- Print tickets for 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 and clicking Filter.

Testing Status

Instructions

Last Name: Status: (All) Status By Module: Gr11 Mathematics Session 1 **Filter** Clear

Testing Status - Student's Session (Algebra I)

Select	Last Name	First Name	User Name	Password	Status	Started	Completed	Action
<input type="checkbox"/>	Student	Training	vk1	test1234	Not Started			

Print Selected Print All Unlock Selected Unlock All Close

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

- 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.

eDIRECT > Reports > View Online Results

Reports

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

Online Results Report

Online Results Report is unavailable for selected Administration.

[Instructions](#)

* Indicates required fields

Administration: 9999-9999 NeSA-RMS *
District: SAMPLE DISTRICT - 999999 *
School: SAMPLE SCHOOL OTT - 999 *
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

- **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**

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.



The screenshot shows the eDIRECT web application interface. At the top, there is a header with the DRC logo, the tagline "A Partner For Excellence", and the eDIRECT logo. Below the header is a navigation menu on the left with categories like "General Information", "Manage Users", "Students", "Enrollments", "eDirect Setup", "Materials", "Test Setup", "Administration Setup", and "Reports". The "Reports" category is expanded, showing sub-items: "View Reports", "Manage Reports", "View Writing Responses", "View Online Results", and "Status Reports". The "Status Reports" item is circled in red. The main content area displays the "Status Reports" page with a title "Status Reports" and a sub-header "Indicates required fields". There are two dropdown menus for "Administration" (set to "2013-2014 NoSA-Writing") and "School" (set to "SAMPLE DISTRICT - 99999"). Below this is a table titled "Reports" with columns "Title" and "Action". The table lists several reports, including "Cumulative Student Status Report", "Daily Excessive Logins Report", "Daily School Resets Report", "Daily State Summary of Test Times Report", "Daily Student Resets Report", and "Daily Student Status Report". A red arrow points to the "Action" column of the "Cumulative Student Status Report" row.

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.

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.

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

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)

