

NEBRASKA STATE ACCOUNTABILITY



ENGLISH LANGUAGE ARTS,
MATHEMATICS, AND
SCIENCE TESTS



PRACTICE TESTS

2016–2017 NeSA-PRACTICE TEST ONLINE TEST ADMINISTRATION MANUAL

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) 471-2495. The assessment contractor is Data Recognition Corporation (DRC). DRC can be reached by calling toll-free (866) 342-6280, by emailing necustomerservice@datarecognitioncorp.com, or by faxing (763) 268-2540.

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Part I—General Information

Who Should Read This Manual?

The *2016–2017 NeSA-Practice Test Online Test Administration Manual* is intended for use by Test Administrators responsible for administering the NeSA-Practice Tests to students. District Assessment Contacts and School Test Coordinators should also be familiar with the contents of this manual.

NeSA-English Language Arts, Mathematics, and Science Test Administration Key Dates

2016–2017 NeSA-Practice Test Window	September 15, 2016–June 30, 2017
2016–2017 NeSA-English Language Arts, Mathematics, and Science Test Window	March 20–May 5, 2017

Testing Ethics and Appropriate Practice

It is important to note that all Test Administrators need to be familiar with appropriate testing ethics and security practices related to testing. Professionalism, common sense, and practical procedures will provide the right framework for testing ethics. It is also important to note that school districts are bound to hold all certificated staff members in school districts accountable for following the *Regulations and Standards for Professional Practice Criteria* as outlined in Rule 27. The *NeSA Security Procedures* are intended to outline clear practice for appropriate security.

Security

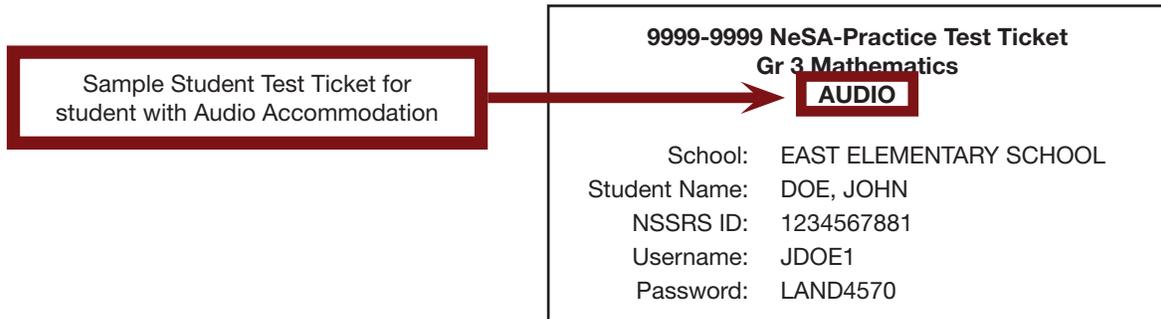
The NeSA resources and practice tests described in this manual are not secure and do not need to be treated as such. However, the manual is written so that practice tests will mirror the environment of the actual NeSA operational tests as closely as possible. Students will benefit by having experience with NeSA procedures prior to an operational NeSA test.

Visual Display Settings

All students testing online have access to the magnification feature, found by selecting the Magnifier tool in INSIGHT. All students testing online may also use Color Choices, found by selecting the Options button in INSIGHT.

Text-to-Speech (TTS)—Audio Accommodation

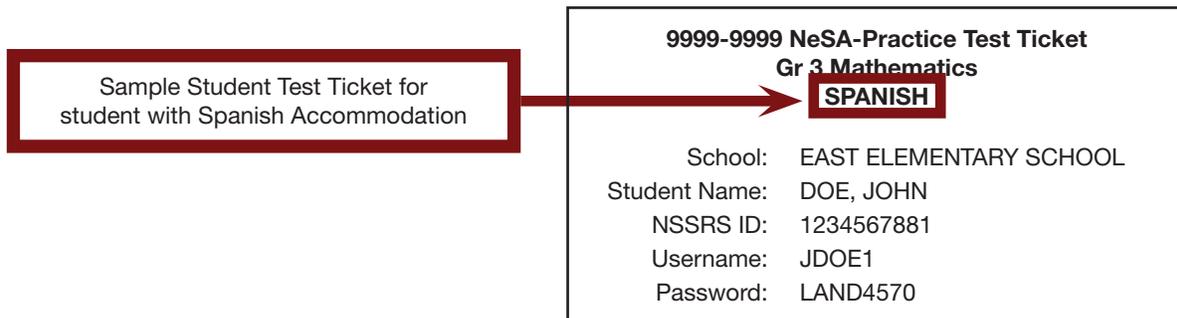
Text-to-Speech (TTS) test forms that include audio are available for students with IEPs or 504 Plans that allow for test content to be read to them. Audio is provided for directions, questions, and answer choices, but is not provided for English Language Arts passages. The online Audio Accommodation must be selected for students in eDIRECT > Test Setup > Students > Manage Students > View/Edit > Accommodations before printing Student Test Tickets. Students must use computers that meet the additional system requirements for TTS. Refer to the *DRC INSIGHT Technology User Guide* for additional information about system requirements for TTS.



Students should familiarize themselves with the Audio option in the INSIGHT online system by accessing the NeSA-English Language Arts, Mathematics, and Science Online Tools Training and Practice Tests prior to taking the operational tests.

Spanish Translations

Spanish translations are available online for NeSA-English Language Arts, Mathematics, and Science Tests. Only English Language Arts Directions are translated into Spanish. The Spanish Accommodation must be selected for students in eDIRECT > Test Setup > Students > Manage Students > View/Edit > Accommodations before printing Student Test Tickets.



NOTE: Spanish translations are not provided for English Language Arts items.

View Online Results

Preliminary testing scores for students are available in eDIRECT approximately 24–48 hours after a NeSA-Practice Test has been successfully submitted. The results are only shown for MC and auto-scored technology enhanced items; TDA responses are available in View Writing Responses (see below).

When students complete their NeSA-Practice Tests online, the preliminary raw score results will be available to view and export in Portable Document Format (.pdf) or comma-separated values (.csv) format. For additional information about View Online Results, please refer to the *eDIRECT User Guide*.

View Writing Responses

The View Writing Responses feature in the eDIRECT system makes it possible for districts and schools to view, print, and download responses for students who take the NeSA-English Language Arts and Writing Practice Tests.

When students complete their NeSA-Practice Tests online, the students' responses will be available to view and download in eDIRECT > Reports > View Writing Responses. (View Writing Responses requires permission to be assigned by District Assessment Contacts via eDIRECT.) Student responses will be available in eDIRECT through June 30, 2017. For additional information about View Writing Responses, please refer to the *eDIRECT User Guide*.

Part II—Preparing Students for Testing

Student Tutorials

Online Student Tutorials are intended to familiarize students with the functionality of the online test. Tutorials may be watched individually or in groups. Tutorials may be accessed by selecting the **DRC INSIGHT Online Assessments** shortcut on the desktop.



Then select the **DRC INSIGHT Online Assessments Tutorials** link at the bottom of the NeSA Main Page.

A screenshot of the NeSA Main Page interface. The top section is a dark blue header with the "NeSA" logo on the left and the "NEBRASKA DEPARTMENT OF EDUCATION" logo on the right. Below the header is a main content area with a dark blue background. It features three primary navigation boxes: "ENGLISH LANGUAGE ARTS, MATHEMATICS, AND SCIENCE TESTS" (light blue border), "CHECK4LEARNING" (red border), and "PRACTICE TESTS" (yellow border). Below these boxes are links for "Online Tools Training" and "Test Sign In" under each category. At the bottom center, a red-bordered box contains the link "DRC INSIGHT Online Assessments Tutorials" and the copyright notice "Copyright © 2016 Data Recognition Corporation."/>

NeSA

NEBRASKA
DEPARTMENT OF
EDUCATION

ENGLISH LANGUAGE ARTS,
MATHEMATICS, AND
SCIENCE TESTS

CHECK4LEARNING

PRACTICE TESTS

Online Tools Training
Test Sign In

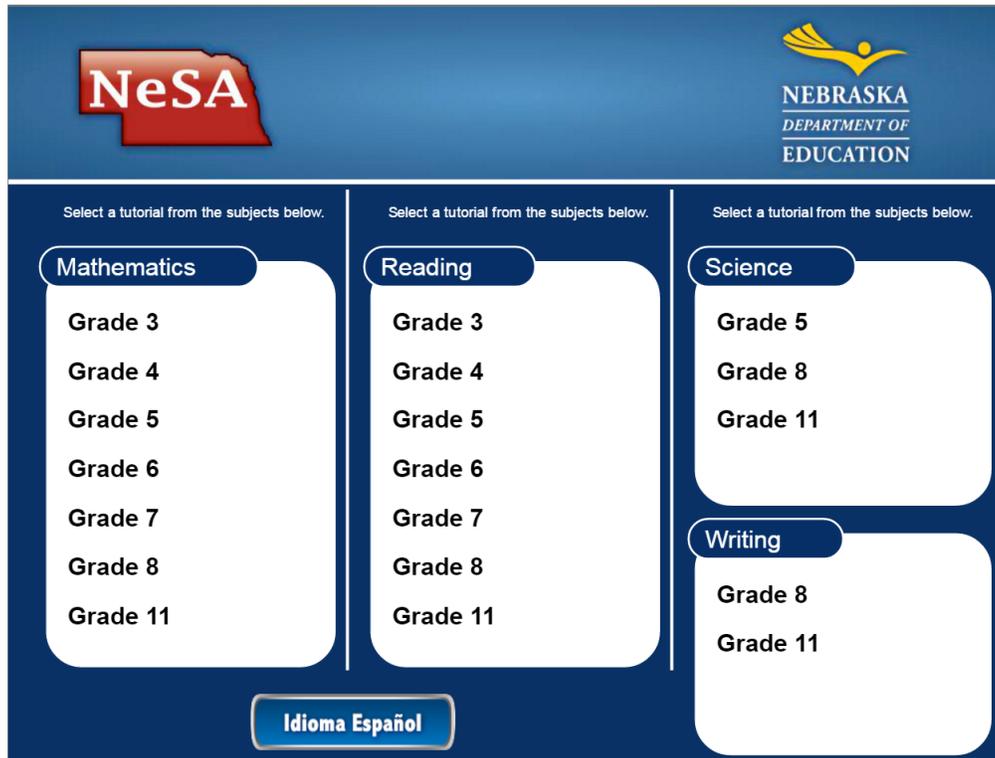
Test Sign In

Test Sign In

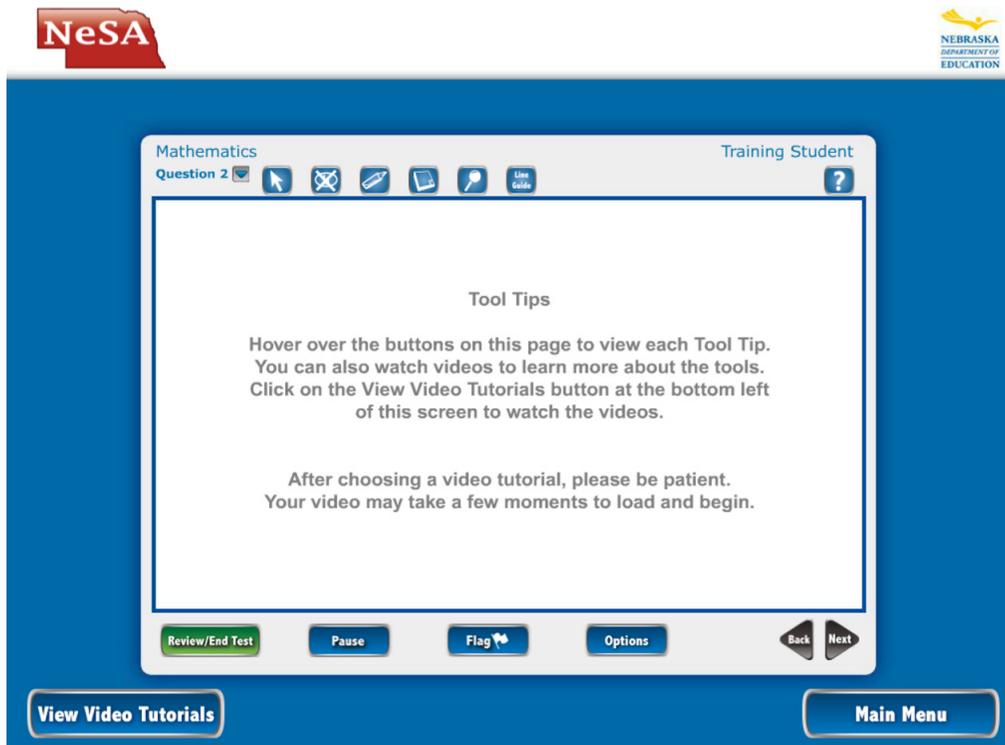
[DRC INSIGHT Online Assessments Tutorials](#)

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When the NeSA Tutorials Main Menu appears, select the appropriate content area and grade to access the Tool Tips feature. **NOTE:** Spanish translations of the Online Student Tutorials are also available for students by selecting the button labeled **Idioma Español**.



Select the buttons on the Tool Tips page to view an explanation of how each button functions.



Select the View Video Tutorial button on the Tool Tips page to access an indexed selection of short Video Tutorials that demonstrate how to use the features of the DRC INSIGHT online testing system. Videos target specific tools and features that will be encountered on assessments for the subject and grade selected.



Select the Main Menu button at any time to return to the Main Menu and select another subject/grade.

Online Tools Training

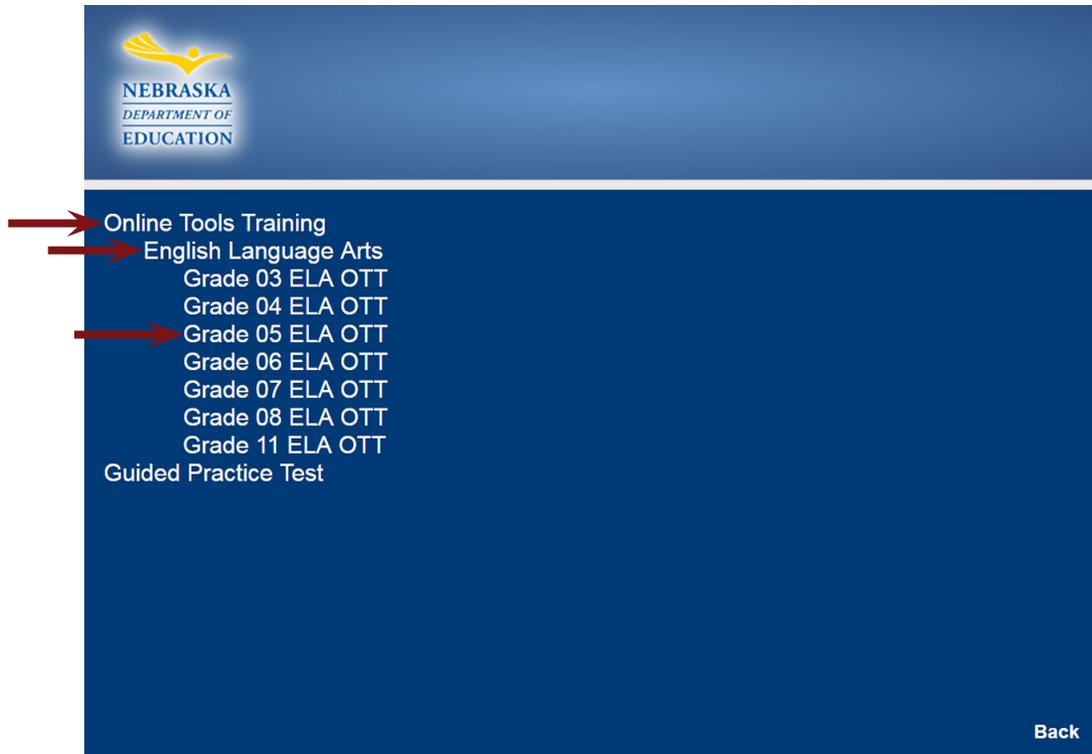
Online Tools Training (OTT) introduces the online testing software tools available during testing and allow students the interactive opportunity to become familiar with the tools before testing. OTT is available for all NeSA Tests. A student may access the OTT by selecting the **DRC INSIGHT Online Assessments** icon on his or her desktop, and then selecting Online Tools Training under the desired test administration, as illustrated below.



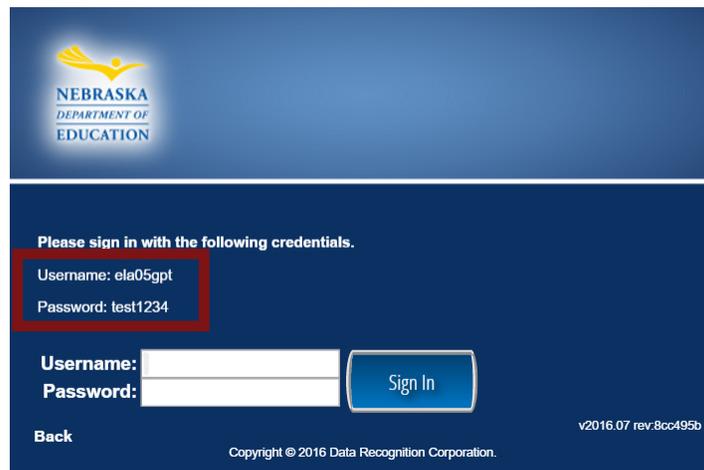
For example, select Online Tools Training under ENGLISH LANGUAGE ARTS, MATHEMATICS, AND SCIENCE TESTS on the NeSA Portal Page.

A screenshot of the NeSA Portal Page. The page has a dark blue background. At the top left is the NeSA logo, which is a red outline of the state of Nebraska with the text "NeSA" in white. At the top right is the Nebraska Department of Education logo, featuring a yellow sun-like icon above the text "NEBRASKA DEPARTMENT OF EDUCATION". Below the header are three main navigation buttons: "ENGLISH LANGUAGE ARTS, MATHEMATICS, AND SCIENCE TESTS" (with a light blue square), "CHECK4LEARNING" (with a red square), and "PRACTICE TESTS" (with a yellow square). Under the first button, the text "Online Tools Training" is highlighted with a red border, and "Test Sign In" is written below it. Under the second and third buttons, the text "Test Sign In" is written below them. At the bottom of the page, there is a link for "DRC INSIGHT Online Assessments Tutorials" and a copyright notice: "Copyright © 2016 Data Recognition Corporation."

Select Online Tools Training (or Online Tools Training–Spanish) > Content Area > Grade.



Sign in using the generic Username and Password presented.



NeSA-Practice Tests

Practice Tests are designed to provide an introductory experience in preparation for taking the NeSA tests. The purpose of a Practice Test is for the student to sample NeSA test items and try out features of the testing software prior to the “real” administration.

The online Practice Tests exemplify the format and content of the operational NeSA-English Language Arts, Mathematics, and Science Tests. School Test Coordinators, Test Administrators, and students are strongly advised to experience the Practice Tests for all subjects before the testing window for the 2016–2017 NeSA-English Language Arts, Mathematics, and Science Tests (March 20–May 5, 2017).

Spanish translations of the NeSA-English Language Arts, Mathematics, and Science Practice Tests are also available for students.

NOTE: If students will be taking the NeSA-English Language Arts, Mathematics, and Science Test on paper/pencil, it is recommended that paper/pencil practice tests are used. Paper/pencil versions are available here: www.education.ne.gov/Assessment.

Students with a Test Ticket may access the Practice Tests by selecting the **DRC INSIGHT Online Assessments** icon on their desktops, selecting Test Sign In, and entering their unique login credentials, as illustrated below.



A screenshot of the DRC INSIGHT Online Assessments interface. The top header is dark blue with the "NeSA" logo on the left and the "NEBRASKA DEPARTMENT OF EDUCATION" logo on the right. Below the header is a dark blue navigation bar with three main sections: "ENGLISH LANGUAGE ARTS, MATHEMATICS, AND SCIENCE TESTS" with a blue square icon, "CHECK4LEARNING" with a red square icon, and "PRACTICE TESTS" with a yellow square icon. Under the "ENGLISH LANGUAGE ARTS..." section, there are two links: "Online Tools Training" and "Test Sign In". Under the "CHECK4LEARNING" section, there is a link: "Test Sign In". Under the "PRACTICE TESTS" section, there is a link: "Test Sign In" which is highlighted with a red border. At the bottom of the interface, there is a link: "DRC INSIGHT Online Assessments Tutorials" and a copyright notice: "Copyright © 2016 Data Recognition Corporation."

Guided Practice Tests

Guided Practice Tests (GPTs) are available for the NeSA-English Language Arts, Mathematics, and Science Tests. Much like the Practice Tests, and with the same content, the purpose of a GPT is for students to respond to sample NeSA test items and try out features of the testing software prior to the “real” administration. The online GPTs also exemplify the format and content of the NeSA-English Language Arts, Mathematics, and Science Tests. However, after a student responds to a GPT item, he or she may select the Enlarge button to view the answer key and a brief annotation explaining the correct answer. The standard for the item is also presented.

A student may access the GPTs by selecting the **DRC INSIGHT Online Assessments** icon on his or her desktop, and then selecting Online Tools Training, as illustrated below.



Select Online Tools Training in the NeSA-English Language Arts, Mathematics, and Science Tests column on the NeSA Portal Page.

A screenshot of the NeSA Portal Page. The page has a dark blue background. 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: "ENGLISH LANGUAGE ARTS, MATHEMATICS, AND SCIENCE TESTS" (blue), "CHECK4LEARNING" (red), and "PRACTICE TESTS" (yellow). Under the first button is a sub-button "Online Tools Training" which is highlighted with a red border and labeled "Test Sign In". Under the other two buttons are "Test Sign In" labels. At the bottom, there is a link for "DRC INSIGHT Online Assessments Tutorials" and a copyright notice for 2016 Data Recognition Corporation.

Select Guided Practice Tests > Content Area > Grade.

NEBRASKA
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- Online Tools Training
- Guided Practice Test
- English Language Arts
 - Grade 03 ELA GPT
 - Grade 04 ELA GPT
 - Grade 05 ELA GPT
 - Grade 06 ELA GPT
 - Grade 07 ELA GPT
 - Grade 08 ELA GPT
 - Grade 11 ELA GPT

Back

As previously noted, after a student responds to a GPT item, he or she may select the Enlarge button to view the answer key and a brief annotation explaining the correct answer. The standard for the item is also presented.

ELA - Grade 3 Guided Practice Test Training Student

Question 5 ?

Luke's Paper Crane

Luke sat down and opened his reading book. A folded paper crane fell out. Luke picked it up and held it in his hand. His *ojiichan* (grandfather) had made it for him when he came to visit from Japan. Ojiichan had taken the paper wrapped around a pair of wooden chopsticks that he used to eat meals and folded it into a crane. He was always making things out of pieces of paper. Luke missed his grandfather.

He held up his grandfather's gift. The crane had been flattened between the pages of the book.

8 Luke could hardly wait for the school day to end. When it was finally over, he sped like a racecar up to Mr. Cruz's desk. "Mr. Cruz, may I have my paper crane back?"

"Of course, Luke," Mr. Cruz said, smiling. He opened his drawer and took out the paper crane. "I just hope next time you will pay more attention in class."

Item Information

Indicator	Identify and explain why authors use literary devices (e.g., simile, alliteration, onomatopoeia, imagery, rhythm, personification, hyperbole, idioms).
LA 3.1.6.c	
Correct Answer	You are asked to determine how the author uses a specific literary device in a specific paragraph of the story. Option A is the correct answer since the author says "he sped like a racecar," which is a simile indicating high speed. Options B and D are not correct since the author does not use personification or onomatopoeia in describing Luke's movement. Option C is incorrect since paragraph 8 does not indicate Luke wanted the school day to end.
Maximum Points	1

(Select the Enlarge button to learn about the item.)

Enlarge

Review/End Test Pause Flag Options Back Next

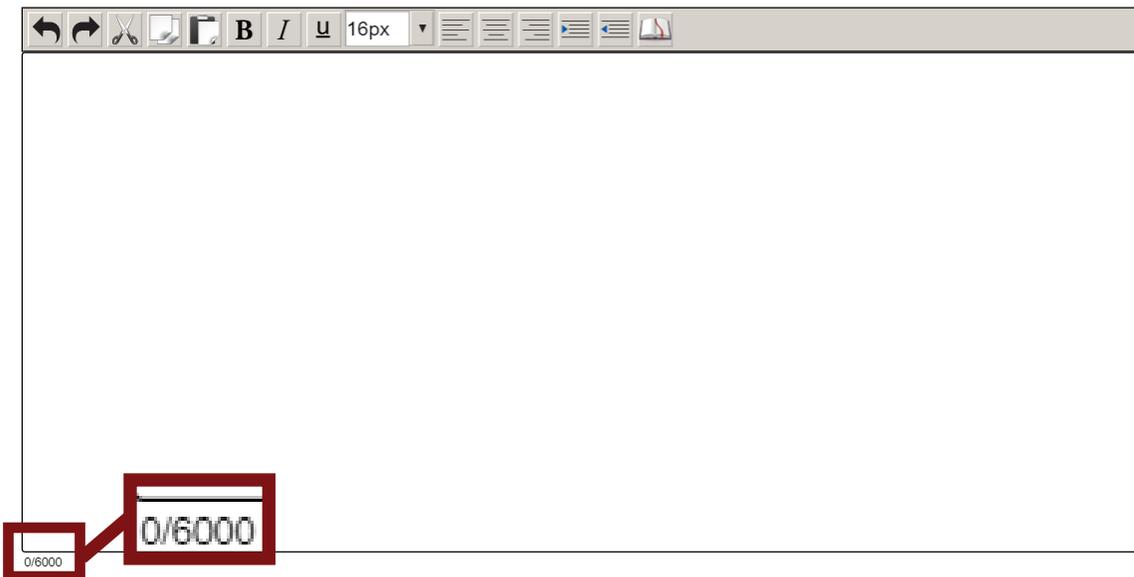
Writing Prompt Tools

Please note there is no NeSA-Writing Test in 2016–2017. The NeSA-Writing Practice Test is available to support local curriculum practices, not as part of the Nebraska Statewide Assessment program.

The OTT and the NeSA-Writing Practice Tests are provided so that students can practice using the features of the online testing software. Only during the OTT and the NeSA-Writing Practice Test may Test Administrators help students with questions or demonstrate how to use the editing and formatting tools.

Note to Test Administrators: Pressing the Insert key will put typing into Overwrite mode. To turn off Overwrite mode, press the Insert key again.

Character Count: A character count will now display under the lower-left corner of the student's writing response area. The character count shows the number of characters a student has used from the overall 6,000-character limit. The character count replaces warning pop-up messages that displayed on screen when a student had used two-thirds of the character limit and the full character limit.



The following Writing Prompt Tools are available to students. During testing, students can access information about the tools by clicking on the HELP icon > Open Help > How To > Writing Prompt. If a student experiences a technical issue while testing, please reference the common troubleshooting steps listed on page 19 of this manual.



Undo: Reverses your most recent action.

Note to Test Administrators: A student cannot Undo or Redo ANY previous actions if the test is paused and then resumed or if the student hit Review/End Test followed by Return to Questions.



Redo: Restores what was undone by the **Undo** tool.



Cut: Removes the selected text and formatting from your response. **Cut** can be used with the **Paste** function.



Copy: Makes a copy of the selected text and formatting. To be used with the **Paste** function.



Paste: Adds text and formatting that was cut or copied.



Bold: Makes the selected text bold. Also turns the bold function on or off.



Italic: Makes the selected text italic. Also turns the italic function on or off.



Underline: Makes the selected text underlined. Also turns the underline function on or off.



Font Size: Changes the size of selected text. Also sets the font size for new text that is entered.



Justify Left: Aligns the text to the left margin.



Justify Center: Centers the text.



Justify Right: Aligns the text to the right margin.



Indent: Indents the text that follows.

Note to Test Administrators: Students can indent the first line of a paragraph, rather than the text that follows, by using the Tab key.



Outdent: Removes an indent created by using the **Indent** button.

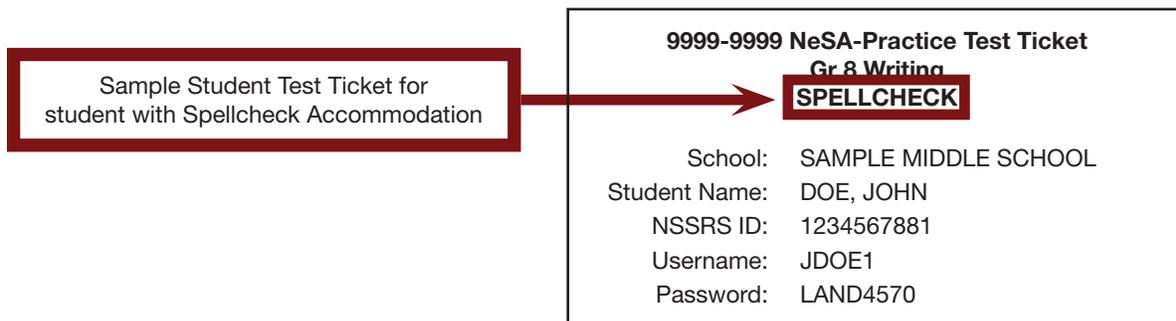


Dictionary/Thesaurus: Provides a place to enter a word and find its dictionary definition or synonyms. Note: Words must be spelled correctly in order to look them up in the dictionary. To look up the definition of a synonymous word indicated in the Thesaurus, students must select Dictionary in the drop down menu and enter the word in the search field.

Note to Test Administrators: Students are permitted to use hard-copy commercial dictionaries and thesauruses.



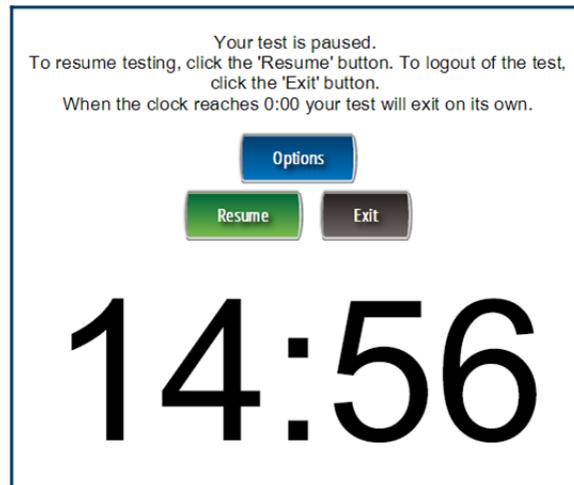
Spellcheck Accommodation: NeSA-Writing test forms that include a Spellcheck tool are available for students with IEPs or 504 Plans that allow this accommodation. The Spellcheck online accommodation must be selected for students in eDIRECT > Test Setup > Students > Manage Students > View/Edit > Accommodations before printing Student Test Tickets.



The use of the Spellcheck tool as an accommodation identifies for the student potential spelling errors and helps to provide a more accurate picture of a student's ability to select correct spelling; however, it may not always provide an exact match word selection.

Pause Function

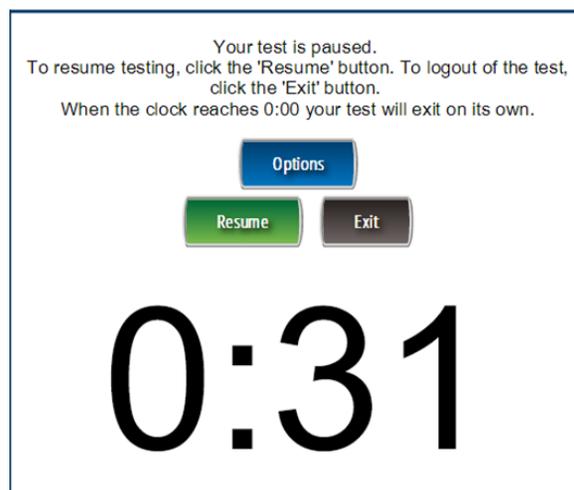
During a test session, if a student needs to leave the computer lab/classroom for a short break (restroom break, called down to office, etc.), there is a Pause button at the bottom of each page. Once a student selects Pause, the test content is removed from the screen for test security reasons, and the student has 15 minutes to resume the test.



At any point, the student can select Resume and be placed back into the test where he/she was prior to the pause. If the student is logged out of the test, the student may log back into the test on the same day using his/her Student Test Ticket and resume testing. If a student selects Exit from the Pause screen, the test will close. If a test is exited using this button, the test remains incomplete and must be restarted in order to complete the test.

Inactivity

If a student is inactive for 15 minutes during a test administration, the student will be logged out of the test. Inactivity is defined as **no** mouse movement for 15 minutes. A warning that the student's test has paused will appear on the screen after 14 minutes, and will countdown the last 60 seconds of inactivity. The student can select Resume and be placed back into the test where he/she was prior to receiving the inactivity warning. If the student is logged out of the test, the student may log back into the test on the same day using his/her Student Test Ticket and resume testing.



Part III—Administering the NeSA-English Language Arts, Mathematics, Science, and Writing Practice Tests

Test Administrator Responsibilities

Administration of the NeSA-English Language Arts, Mathematics, and Science Practice Tests is an important professional responsibility. The usefulness of the test results depends on the accuracy of each student's performance. Experience shows that student performance is highly dependent upon the student's motivation and attitude toward the test, the preparedness of the Test Administrator, the physical arrangements for testing, and adherence to instructions. To ensure accurate and reliable results, the Test Administrator **must** become thoroughly familiar with the procedures described in this manual before administering the test.

Test Administrators are responsible for:

- administering the 2016–2017 NeSA-English Language Arts, Mathematics, and Science Practice Tests;
- distributing Student Test Tickets to students at the time of testing;
- returning all test materials to the School Test Coordinator when testing is complete;
- arranging the testing room;
- **restricting** electronic devices of any type (smart phones, cell phones, PDAs, wristwatches with electronic displays, calculators, iPods, MP3 players, etc.); and
- prohibiting talking or sharing of responses.

Prepare students for testing by informing them of the scheduled tests in advance. Explain to the students why they are being tested and how the results will be used. Students can sense the importance the Test Administrator places on the tests and their performance may be affected accordingly. Students should realize that doing their best is important.

Prepare Testing Location

Good organization of test materials and well-executed procedures will make the administration proceed smoothly. The following guidelines are recommended.

- Provide a testing location that has comfortable seating, sufficient workspace, and good lighting.
- Arrangements for rooms and seating should be announced in advance in order to eliminate confusion when testing begins. The room where students take the test should be as free from outside disturbance as possible.
- Students should be seated so they have enough room and will not be able to view other students' computer monitors.
- Visual aids and clues should be removed or covered and remain hidden throughout the administration of all tests.
- A "Testing in Progress" sign should be posted on the door to prevent interruptions.
- For larger groups, it is advisable to have one adult assistant for every 12 students testing, in addition to the Test Administrator.

Student Test Tickets

In order for students to take the Practice Tests before November 8, 2016, a file containing their student information must be uploaded to eDIRECT > Test Setup. (Uploading students requires permission to be assigned by District Assessment Contacts via eDIRECT.) Additional information about the Multiple Student Upload Process can be found in the *eDIRECT User Guide*.

On November 8, 2016, DRC will upload student information for the 2016–2017 NeSA-Practice Test administration from the Nebraska Student and Staff Record System (NSSRS) provided by the Nebraska Department of Education. Any student in the NSSRS data file that was not already uploaded by districts through the Multiple Student Upload Process will be placed into Test Sessions for the NeSA-Practice Tests. Note that the Multiple Student Upload Process will also remain available to districts after DRC uploads the NSSRS information.

The 2016–2017 NeSA-Practice Tests require one Student Test Ticket for each session of the test. Student Test Tickets are printed from eDIRECT. Please refer to the *eDIRECT User Guide* for additional information about how to print tickets. Each student should receive the appropriate Student Test Ticket when he/she sits down to take a session of the test. The Student Test Ticket should not be distributed to students prior to test day. The information on the student's Student Test Ticket is critical and confidential. It is this information drawn exclusively from the student database that results in the proper test being delivered to the student when logging into the NeSA testing system.

Test Administrators should:

- Review the individual Student Test Tickets.
- Distribute the Student Test Tickets to students when they sit down to take the test. Verify that each student has received his/her unique ticket for the test session being administered.
- Ensure students enter information from their tickets (Username and Password) correctly when logging into the test. This information, when entered correctly, activates the test for that student.
- Upon completion of the test, collect the tickets from the students and return them to the School Test Coordinator for secure disposal.

The Student Test Ticket is activated once a student logs in with his/her Username and Password. Once the student completes a test by selecting Review/End Test, the Student Test Ticket becomes inactive. Students who are “bounced” or “kicked out” of the system without officially ending the test may log back into the test on the same day using his/her Student Test Ticket and resume testing where they left off.

Administrators must indicate in eDIRECT whether a student will take the Spanish or Text-to-Speech (TTS) version of the English Language Arts, Mathematics, and/or Science Practice Tests and/or utilize spellcheck for the Writing Practice Test **before** printing Student Test Tickets. Student Test Tickets will indicate if any of these accommodations has been enabled. Students pre-flagged as Alternate Assessment will not be included in test sessions, and Student Test Tickets will not be generated for these students. Should a student's Alternate Assessment status change for any content area, the student will need to be moved into a test session in eDIRECT in order for Student Test Tickets to be printed for the student.

NOTE: The NeSA-Practice Tests are untimed. Therefore, students may have as much time as needed as long as they are actively completing the test session. It is the Test Administrators' and Proctors' responsibility to monitor students and encourage them to continue to respond to the written response.

While INSIGHT is available for Practice Test use 24 hours, it is recommended that use occur within the operational assessment window between 6:00 a.m. and 7:00 p.m. Central Standard Time (CST).

Student Test Tickets are required for students to access the Practice Tests. When a student completes his or her Writing or English Language Arts Practice Test, the student's written response will be available to view and download by going to eDIRECT > Reports > View Writing Responses. Responses may be printed after downloading. (View Writing Responses requires permission to be assigned by District Assessment Contacts via eDIRECT.)

Students may take a Practice Test more than once by regenerating the student's test ticket. (Student Test Ticket Regeneration requires permission to be assigned via eDIRECT.) Regenerating a student's test ticket will result in the student's original response being deleted from the system. Responses should be downloaded from eDIRECT and saved prior to Student Test Ticket regeneration. The Student Test Ticket will need to be reprinted after regeneration. Another option for allowing students to take the NeSA-Practice Tests more than once is to add a numeral after each student name and repeat the Multiple Student Upload Process.

NOTE: Publicly accessible versions of the DRC INSIGHT test engine and NeSA Online Tools Training are available. Using the Google Chrome browser, please go to <https://wbte.drcedirect.com/NE/portals/ne> to access these practice opportunities. Tickets are not required with this version, but responses will not be made available after testing.

Please be aware that Google Chrome is the only supported browser for this public version of the DRC INSIGHT test engine.

Common Troubleshooting Steps

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.

Part IV—Administering the 2016–2017 NeSA-English Language Arts Practice Test

Administration of the NeSA-English Language Arts Practice Test is an important professional responsibility. The usefulness of the test results depends on the accuracy of each student’s performance. Experience shows that student performance is highly dependent upon the student’s motivation and attitude toward the test, the preparedness of the Test Administrator, the physical arrangements for testing, and adherence to instructions. To ensure accurate and reliable results, the Test Administrator **must** become thoroughly familiar with the procedures described in this manual before administering the test.

Distribute Student Test Tickets to students after they are seated at computers to take the test.

The Student Test Tickets provide all of the login information needed to begin testing. Please verify each student receives his/her correct Student Test Ticket (student name is on each ticket).

Students may use scratch paper while taking the NeSA-English Language Arts Practice Test—have some available for the students to use.

As a reminder: **Once a test is started during test administration, only the student taking the test is allowed to view that student’s screen. No one is allowed to view or copy items while a student is testing.**

In order to ensure accurate achievement results, it is essential that all Test Administrators follow the same procedures when administering the tests. Follow the script provided below for administering the NeSA-English Language Arts Practice Test.

Read aloud **word for word** the material that is printed in **bold type** and preceded by the word “**SAY.**”

The material that is italicized is information for you and should not be read to the students.

Read the directions to the students exactly as they are written using a natural tone and manner. If you make a mistake in reading a direction, stop and say, “No, that is wrong. Listen again.” Then read the direction again. Be sure students understand the directions and how to respond. Be careful not to inadvertently give hints or clues that indicate an answer. Begin the test when all students are present.

Introduction

SAY: Today you will take the Nebraska State Accountability English Language Arts Practice Test. Give this test your best effort. You will have enough time to read and answer all the questions. Some questions will be easy; others will be more difficult. Be sure to read the directions to each item first, then the passage, and finally read ALL of the answer choices. If you really do not know the answer to a question, use your best test-taking skills to eliminate some answer choices. Then choose the best answer of the ones that remain. Remember there is no penalty for guessing.

The test is not timed; therefore, you will have enough time to finish.

When you come to the end of the session, you may click on the Review/End Test button to review your answers. From this page you can go back to check your answers and change your answers if necessary. Make sure you have answered all questions before ending the test. Once you have completed the test, click “End Test.” The pop-up box will instruct you to click the “Return to Review” button to continue testing, or the “End Test” button to end your test. If you are finished, click the “End Test” button. If you want more time to review your test click “Return to Review.” Once you click “End Test” you may NOT go back into the test. Make sure you check all of your answers before closing your test.

SAY: If you have any concerns once the test has started, raise your hand and the Test Administrator (Proctor/Teacher) will come to you. The Test Administrator (Proctor/Teacher) is not allowed to provide you with any additional information during the test. We cannot help you with any words.

When you come to the end of the session, please sit quietly or read until the Test Administrator (Proctor/Teacher) provides additional instructions.

Are there any questions?

Answer all questions. When all students are ready, continue.

SAY: We will begin by accessing the test site. Double-click the DRC INSIGHT Online Assessments icon on your desktop. You should see the main page for the NeSA Program on your screen. Is there anyone who does not see the main page?

Assist students as needed.



SAY: Click on “Test Sign In” under PRACTICE TESTS.

A screenshot of the NeSA program main page. The page has a dark blue background. At the top left is the NeSA logo, and at the top right is the Nebraska Department of Education logo. Below the logos are three main sections: "ENGLISH LANGUAGE ARTS, MATHEMATICS, AND SCIENCE TESTS", "CHECK4LEARNING", and "PRACTICE TESTS". Under "ENGLISH LANGUAGE ARTS, MATHEMATICS, AND SCIENCE TESTS" are links for "Online Tools Training" and "Test Sign In". Under "CHECK4LEARNING" is a link for "Test Sign In". Under "PRACTICE TESTS" is a link for "Test Sign In". A red box highlights the "Test Sign In" link under "PRACTICE TESTS". A red arrow points from a text box on the left to this link. The text box contains the instruction: "Select 'Test Sign In' under the correct administration". At the bottom of the page, there is a link for "DRC INSIGHT Online Assessments Tutorials" and a copyright notice for "© 2016 Data Recognition Corporation".

Assist students as needed. The next step is to have the students enter their Usernames and Passwords. The students should already have their Student Test Ticket with them.

SAY: The next screen is the Login Screen. Enter your Username and Password exactly as you see them on your Student Test Ticket.

NEBRASKA
DEPARTMENT OF
EDUCATION

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

Username:

Password:

Display Item Ids

Sign In

Back

v2016.07 rev.76bc893

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9999-9999 NeSA-ELA Practice Test Ticket
Grade 3 ELA Practice

School: SAMPLE SCHOOL SMOKE TEST
EDIRECT

Student Name: DOE, JOHN

NSSRS ID: 1234567890

Username: JDOE1

Password: SORT4886

Assist students as needed.

Test Administrators may help students type in this information. This information is unique to each student and each session.

SAY: Click on “Sign In” to move to the next screen.

Everyone should now see the Student Verification Page. Your name should appear at the top of this page. Does everyone see their name?

Assist students as needed.

SAY: Verify that the Test Name, Test Session, and School Name match the information on your Student Test Ticket. Does the information match?

Assist students as needed.

Welcome **John Doe.**

Thank you for participating in the Nebraska State Accountability Tests!

Before you begin testing, please confirm your profile information is correct:

Test Name: **ELA - Grade 3 Practice Test**

Test Session: **ELA - Grade 3 Practice Test**

School Name: **SAMPLE SCHOOL SMOKE TEST EDIRECT**

Your NSSRS ID is: **1234567890**

If the above information is correct, please select **Continue**.

If any of the above information is not correct, or if Color Chooser is not available when the Options button is clicked, please raise your hand and notify your Test Administrator.

Continue

Options

Exit

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9999-9999 NeSA-ELA Practice Test Ticket
Grade 3 ELA Practice

School: SAMPLE SCHOOL SMOKE TEST
EDIRECT

Student Name: DOE, JOHN

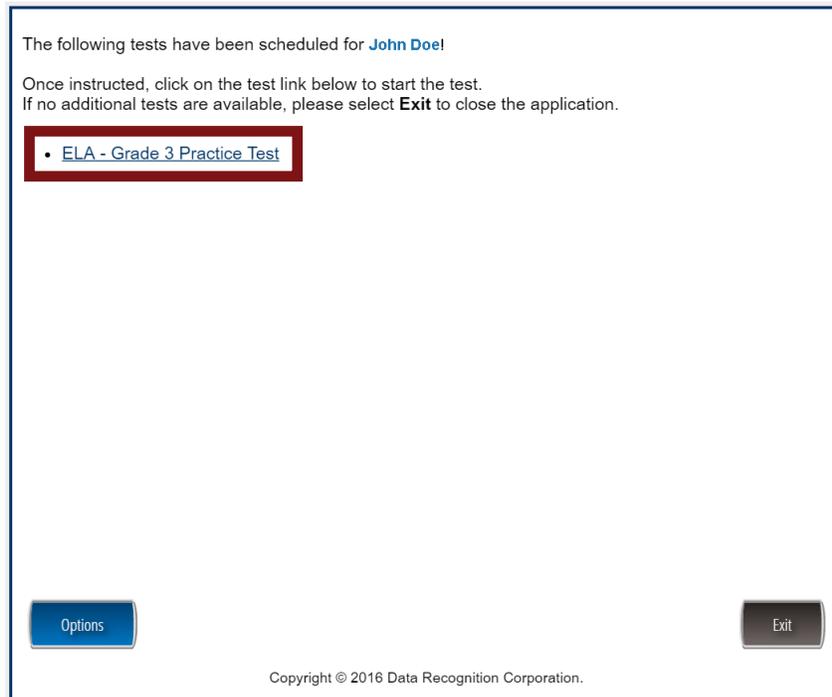
NSSRS ID: 1234567890

Username: JDOE1

Password: SORT4886

SAY: Click on Continue to move to the next screen. Your name should appear at the top of the screen. Click on the Test Name link.

Assist students as needed.



SAY: Everyone should now see the Directions page. We will read the directions together. Please follow along as I read aloud.

SAY: “Read these directions carefully before you begin the test. To look at these directions again, click on the ? [Help] button and choose the Test Directions tab.

This test will include several different types of questions. Some questions are based on one or two passages. Other questions are independent and will be answered based on the information provided in the question.

- Some questions ask you to select an answer from among four choices.
- Some questions ask you to select more than one correct answer from among five or more choices.
- Some questions have two parts and require that you choose an answer or answers to each part.
- Some questions ask you to construct an answer following the directions given.
- Only one question at a time appears on the computer screen.
- The tools at the top of the screen may help you answer the question.
- Use the Pointer tool to select or change your answer.
- Click on the Flag button if you are not sure of the answer to a question. It will mark the question so you know to go back and answer the question later.
- If you need to go away from your computer, click on the Pause button. Click on the Resume button to continue. If you are away from your computer for more than 15 minutes, you will need to log back in.

- Use tools such as the Cross-Off, Highlighter, Sticky Note, Magnifier, and Line Guide to assist you during the test.
- More information about each tool is available by using the ? [Help] button.
- There are two ways to move to another question:
 1. Click the Next or Back button;
 2. Click the Go to Question button at the top left of the screen. You can move to any question on the test by clicking on the question number in the Go to Question tool.
- To see your progress on the test, click on the Review/End Test button. You may go to any question by selecting it from the list that appears on the screen.
- Click the Review/End Test button when you have completed the test. Follow the instructions you find there.
- This test is not timed.”

Are there any questions?

Answer all questions. When all students are ready, continue.

SAY: “When you are ready, click the Begin the Test button to start the test.”

While students are working, walk around the room to see that they are following directions and they are not looking at any other student’s test. Do not give help on specific test questions.

Students who finish early may read or sit quietly until the end of the test session.

Part V—Administering the 2016–2017 NeSA-Mathematics Practice Test

Administration of the NeSA-Mathematics Practice Test is an important professional responsibility. The usefulness of the test results depends on the accuracy of each student’s performance. Experience shows that student performance is highly dependent upon the student’s motivation and attitude toward the test, the preparedness of the Test Administrator, the physical arrangements for testing, and adherence to instructions. To ensure accurate and reliable results, the Test Administrator **must** become thoroughly familiar with the procedures described in this manual before administering the test.

Distribute Student Test Tickets to students after they are seated at computers to take the test.

The Student Test Tickets provide all of the login information needed to begin testing. Please verify each student receives his/her correct Student Test Ticket (student name is on each ticket).

Students may use scratch paper while taking the NeSA-Mathematics Practice Test—have some available for students to use. A paper copy of the Mathematics Reference Sheet can be provided to students taking the NeSA-Mathematics Practice assessment online. Students may **not** use a calculator on this test.

Students in grades 4 and up will have access to the References tool while taking the NeSA-Mathematics Practice Test online. No References tool is available or required for students in grade 3. The information in the References tool corresponds to the Mathematics Reference Sheets printed in the back of the paper/pencil test booklets. Students may refer to the References tool any time during the test.

As a reminder: **Once a test is started during test administration, only the student taking the test is allowed to view that student’s screen. No one is allowed to view or copy items while a student is testing.**

In order to ensure accurate achievement results, it is essential that all Test Administrators follow the same procedures when administering the tests. Follow the script provided below for administering the 2016–2017 NeSA-Mathematics Practice Test.

Read aloud **word for word** the material that is printed in **bold type** and preceded by the word **“SAY.”**

The material that is italicized is information for you and should not be read to the students.

Read the directions to the students exactly as they are written using a natural tone and manner. If you make a mistake in reading a direction, stop and say, “No, that is wrong. Listen again.” Then read the direction again. Be sure students understand the directions and how to respond. Be careful not to inadvertently give hints or clues that indicate an answer. Begin the test when all students are present.

Introduction

SAY: Today you will take the 2016–2017 Nebraska State Accountability Mathematics Practice Test. Give this test your best effort. You will have enough time to read and answer all the questions. Some questions will be easy; others will be more difficult. Be sure to read the directions to each item first, then the item, and finally read ALL of the answer choices. If you really do not know the answer to a question, use your best test-taking skills to eliminate some answer choices. Then choose the best answer of the ones that remain. Remember there is no penalty for guessing.

The test is not timed; therefore, you will have enough time to finish.

For all questions:

- Read each question carefully and choose the best answer.
- You may use scratch paper to solve the problems.
- *(Read to Grades 4 and up only)* The References tool may help you answer some of the questions. You may use the References tool any time during the test.
- You may not use a calculator on this test.
- Be sure to answer ALL the questions.
- Remember only one of the answers provided is the correct response.

When you come to the end of the test, you may click on the Review/End Test button to review your answers. From this page you can go back to check your answers and change your answers if necessary. Make sure you have answered all questions before ending the test. Once you have completed the test, click “End Test.” The pop-up box will instruct you to click the “Return to Review” button to continue testing, or the “End Test” button to end your test. If you are finished, click the “End Test” button. If you want more time to review your test click “Return to Review.” Once you click “End Test” you may NOT go back into the test. Make sure you check all of your answers before closing your test.

If you have any concerns once the test has started, raise your hand and the Test Administrator (*Proctor/Teacher*) will come to you. The Test Administrator (*Proctor/Teacher*) is not allowed to provide you with any additional information during the test. We cannot help you with any words.

When you come to the end of the session, please sit quietly or read until the Test Administrator (*Proctor/Teacher*) provides additional instructions.

Are there any questions?

Answer all questions. When all students are ready, continue.

SAY: We will begin by accessing the test site. Double-click the DRC INSIGHT Online Assessments icon on your desktop. You should see the main page for the NeSA Program on your screen. Is there anyone who does not see the main page?

Assist students as needed.



SAY: Click on “Test Sign In” under PRACTICE TESTS.

Assist students as needed. The next step is to have the students enter their Usernames and Passwords. The students should already have their Student Test Ticket with them.

SAY: The next screen is the Login Screen. Enter your Username and Password exactly as you see them on your Student Test Ticket.

Assist students as needed.

Test Administrators may help students type in this information. This information is unique to each student and each session.

SAY: Click on “Sign In” to move to the next screen.

Everyone should now see the Student Verification Page. Your name should appear at the top of this page. Does everyone see their name?

Assist students as needed.

SAY: Verify that the Test Name, Test Session, and School Name match the information on your Student Test Ticket. Does the information match?

Assist students as needed.

Welcome **John Doe**.

Thank you for participating in the Nebraska State Accountability Tests!

Before you begin testing, please confirm your profile information is correct:

Test Name: **MATH - Grade 3 Practice Test**
Test Session: **MATH - Grade 3 Practice Test**
School Name: **EAST ELEMENTARY SCHOOL**

Your NSSRS ID is: **1234567890**

If the above information is correct, please select **Continue**.

If any of the above information is not correct, or if Color Chooser is not available when the Options button is clicked, please raise your hand and notify your Test Administrator.

Continue

Options **Exit**

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**9999-9999 NeSA-Mathematics Practice Test Ticket
Grade 3 Mathematics Practice**

School: EAST ELEMENTARY SCHOOL
Student Name: DOE, JOHN
NSSRS ID: 1234567890
Username: JDOE2
Password: HAND2345

SAY: Click on Continue to move to the next screen. Your name should appear at the top of the screen. Click on the Test Name link.

Assist students as needed.

The following tests have been scheduled for **John Doe!**

Once instructed, click on the test link below to start the test.
If no additional tests are available, please select **Exit** to close the application.

- [Math—Grade 3 Practice Test](#)

Options **Exit**

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SAY: Everyone should now see the Directions page. We will read the directions together. Please follow along as I read aloud.

“Read these directions carefully before you begin the test. To look at these directions again, click on the ? [Help] button and choose the Test Directions tab.

This test has only multiple-choice questions. Each multiple-choice question has four answer choices.

- Only one question at a time appears on the computer screen.
- The tools at the top of the screen may help you answer the question.
- Use the Pointer tool to select or change your answer.
- Click on the Flag button if you are not sure of the answer to a question. It will mark the question so you know to go back and answer the question later.
- If you need to go away from your computer, click on the Pause button. Click on the Resume button to continue. If you are away from your computer for more than 15 minutes, you will need to log back in.
- Use tools such as the Cross-Off, Highlighter, Sticky Note, Magnifier, and Line Guide to assist you during the test.
- *(Read to Grades 4 and up only)* Click on the References button to view a reference sheet containing formulas and conversion charts.
- More information about each tool is available by using the ? [Help] button.
- There are two ways to move to another question:
 1. Click the Next or Back button;
 2. Click the Go to Question button at the top left of the screen. You can move to any question on the test by clicking on the question number in the Go to Question tool.
- To see your progress on the test, click on the Review/End Test button. You may go to any question by selecting it from the list that appears on the screen.
- Click the Review/End Test button when you have completed the test. Follow the instructions you find there.
- This test is not timed.”

Are there any questions?

Answer all questions. When all students are ready, continue.

SAY: “When you are ready, click the Begin the Test button to start the test.”

While students are working, walk around the room to see that they are following directions and they are not looking at any other student’s test. Do not give help on specific test questions.

Students who finish early may read or sit quietly until the end of the test session.

Part VI—Administering the 2016–2017 NeSA-Science Practice Test

Administration of the NeSA-Science Practice Test is an important professional responsibility. The usefulness of the test results depends on the accuracy of each student’s performance. Experience shows that student performance is highly dependent upon the student’s motivation and attitude toward the test, the preparedness of the Test Administrator, the physical arrangements for testing, and adherence to instructions. To ensure accurate and reliable results, the Test Administrator **must** become thoroughly familiar with the procedures described in this manual before administering the test.

Distribute Student Test Tickets to students after they are seated at computers to take the test.

The Student Test Tickets provide all of the login information needed to begin testing. Please verify each student receives his/her correct Student Test Ticket (student name is on each ticket).

Students may use scratch paper while taking the NeSA-Science Practice Test—have some available for students to use. Students may **not** use a calculator on this test.

As a reminder: **Once a test is started during test administration, only the student taking the test is allowed to view that student’s screen. No one is allowed to view or copy items while a student is testing.**

In order to ensure accurate achievement results, it is essential that all Test Administrators follow the same procedures when administering the tests. Follow the script provided below for administering the 2016–2017 NeSA-Science Practice Test.

Read aloud **word for word** the material that is printed in **bold type** and preceded by the word **“SAY.”**

The material that is italicized is information for you and should not be read to the students.

Read the directions to the students exactly as they are written using a natural tone and manner. If you make a mistake in reading a direction, stop and say, “No, that is wrong. Listen again.” Then read the direction again. Be sure students understand the directions and how to respond. Be careful not to inadvertently give hints or clues that indicate an answer. Begin the test when all students are present.

Introduction

SAY: Today you will take the 2016–2017 Nebraska State Accountability Science Practice Test. Give this test your best effort. You will have enough time to read and answer all the questions. Some questions will be easy; others will be more difficult. Be sure to read the directions to each item first, then the item, and finally read ALL of the answer choices. If you really do not know the answer to a question, use your best test-taking skills to eliminate some answer choices. Then choose the best answer of the ones that remain. Remember there is no penalty for guessing.

The test is not timed; therefore, you will have enough time to finish.

For all questions:

- Read each question carefully and choose the best answer.
- You may use scratch paper to solve the problems.
- You may not use a calculator on this test.
- Be sure to answer ALL the questions.
- Remember only one of the answers provided is the correct response.

When you come to the end of the session, you may click on the Review/End Test button to review your answers. From this page you can go back to check your answers and change your answers if necessary. Make sure you have answered all questions before ending the test. Once you have completed the test, click “End Test.” The pop-up box will instruct you to click the “Return to Review” button to continue testing, or the “End Test” button to end your test. If you are finished, click the “End Test” button. If you want more time to review your test click “Return to Review.” Once you click “End Test” you may NOT go back into the test. Make sure you check all of your answers before closing your test.

If you have any concerns once the test has started, raise your hand and the Test Administrator (*Proctor/Teacher*) will come to you. The Test Administrator (*Proctor/Teacher*) is not allowed to provide you with any additional information during the test. We cannot help you with any words.

When you come to the end of the session, please sit quietly or read until the Test Administrator (*Proctor/Teacher*) provides additional instructions.

Are there any questions?

Answer all questions. When all students are ready, continue.

SAY: We will begin by accessing the test site. Double-click the DRC INSIGHT Online Assessments icon on your desktop. You should see the main page for the NeSA Program on your screen. Is there anyone who does not see the main page?

Assist students as needed.



SAY: Click on “Test Sign In” under PRACTICE TESTS.

Select “Test Sign In” under the correct administration

ENGLISH LANGUAGE ARTS, MATHEMATICS, AND SCIENCE TESTS

CHECK4LEARNING

PRACTICE TESTS

Online Tools Training

Test Sign In

Test Sign In

[DRC INSIGHT Online Assessments Tutorials](#)

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Assist students as needed. The next step is to have the students enter their Usernames and Passwords. The students should already have their Student Test Ticket with them.

SAY: The next screen is the Login Screen. Enter your Username and Password exactly as you see them on your Student Test Ticket.

NEBRASKA DEPARTMENT OF EDUCATION

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

Username:

Password:

Display Item Ids

Sign In

Back

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9999-9999 NeSA-Science Practice Test Ticket
Grade 5 Science Practice

School: EAST ELEMENTARY SCHOOL
Student Name: DOE, JOHN
NSSRS ID: 1234567890
Username: JDOE3
Password: PLAN7680

Assist students as needed.

Test Administrators may help students type in this information. This information is unique to each student and each session.

SAY: Click on “Sign In” to move to the next screen.

Everyone should now see the Student Verification Page. Your name should appear at the top of this page. Does everyone see their name?

Assist students as needed.

SAY: Verify that the Test Name, Test Session, and School Name match the information on your Student Test Ticket. Does the information match?

Assist students as needed.

Welcome [John Doe](#).

Thank you for participating in the Nebraska State Accountability Tests!

Before you begin testing, please confirm your profile information is correct:

Test Name: [SCIENCE - Grade 5 Practice Test](#)
Test Session: [SCIENCE - Grade 5 Practice Test](#)
School Name: [EAST ELEMENTARY SCHOOL](#)

Your NSSRS ID is: [1234567890](#)

If the above information is correct, please select **Continue**.

If any of the above information is not correct, or if Color Chooser is not available when the Options button is clicked, please raise your hand and notify your Test Administrator.

[Continue](#)

[Options](#) [Exit](#)

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9999-9999 NeSA-Science Practice Test Ticket
Grade 5 Science Practice

School: EAST ELEMENTARY SCHOOL
Student Name: DOE, JOHN
NSSRS ID: 1234567890
Username: JDOE3
Password: PLAN7680

SAY: Click on Continue to move to the next screen. Your name should appear at the top of the screen. Click on the Test Name link.

Assist students as needed.

The following tests have been scheduled for [John Doe](#)!

Once instructed, click on the test link below to start the test.
If no additional tests are available, please select **Exit** to close the application.

- [Science—Grade 5 Practice Test](#)

[Options](#) [Exit](#)

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SAY: Everyone should now see the Directions page. We will read the directions together. Please follow along as I read aloud.

“Read these directions carefully before you begin the test. To look at these directions again, click on the ? [Help] button and choose the Test Directions tab.

This test has only multiple-choice questions. Each multiple-choice question has four answer choices.

- Only one question at a time appears on the computer screen.
- The tools at the top of the screen may help you answer the question.
- Use the Pointer tool to select or change your answer.
- Click on the Flag button if you are not sure of the answer to a question. It will mark the question so you know to go back and answer the question later.
- If you need to go away from your computer, click on the Pause button. Click on the Resume button to continue. If you are away from your computer for more than 15 minutes, you will need to log back in.
- Use tools such as the Cross-Off, Highlighter, Sticky Note, Magnifier, and Line Guide to assist you during the test.
- More information about each tool is available by using the ? [Help] button.
- There are two ways to move to another question:
 1. Click the Next or Back button;
 2. Click the Go to Question button at the top left of the screen. You can move to any question on the test by clicking on the question number in the Go to Question tool.
- To see your progress on the test, click on the Review/End Test button. You may go to any question by selecting it from the list that appears on the screen.
- Click the Review/End Test button when you have completed the test. Follow the instructions you find there.
- This test is not timed.”

Are there any questions?

Answer all questions. When all students are ready, continue.

SAY: “When you are ready, click the Begin the Test button to start the test.”

While students are working, walk around the room to see that they are following directions and they are not looking at any other student’s test. Do not give help on specific test questions.

Students who finish early may read or sit quietly until the end of the test session.

Part VII—Administering the NeSA-Writing Practice Test

Please note there is no NeSA-Writing Test in 2016–2017. The NeSA-Writing Practice Test is available to support local curriculum practices, not as part of the Nebraska Statewide Assessment program.

Administration of the NeSA-Writing Practice Test is an important professional responsibility. The usefulness of the test results depends on the accuracy of each student’s performance. Experience shows that student performance is highly dependent upon the student’s motivation and attitude toward the test, the preparedness of the Test Administrator, the physical arrangements for testing, and adherence to instructions. To ensure accurate and reliable results, the Test Administrator **must** become thoroughly familiar with the procedures described in this manual before administering the test.

Distribute Student Test Tickets to students after they are seated at computers to take the test.

The Student Test Tickets provide all of the login information needed to begin testing. Please verify each student receives his/her correct Student Test Ticket (student name is on each ticket).

Students may use scratch paper while taking the NeSA-Writing Practice Test—have some available for students to use.

As a reminder: **Once a test is started during test administration, only the student taking the test is allowed to view that student’s screen. No one is allowed to view or copy items while a student is testing.**

In order to ensure accurate achievement results, it is essential that all Test Administrators follow the same procedures when administering the tests. Follow the script provided below for administering the NeSA-Writing Practice Test.

Read aloud **word for word** the material that is printed in **bold type** and preceded by the word **“SAY.”**

The material that is italicized is information for you and should not be read to the students.

Read the directions to the students exactly as they are written using a natural tone and manner. If you make a mistake in reading a direction, stop and say, “No, that is wrong. Listen again.” Then read the direction again. Be sure students understand the directions and how to respond. Be careful not to inadvertently give hints or clues that indicate an answer. Begin the test when all students are present.

Writing Practice Test Grade 8 Introduction and Directions

Please note there is no NeSA-Writing Test in 2016–2017. The NeSA-Writing Practice Test is available to support local curriculum practices, not as part of the Nebraska Statewide Assessment program.

SAY: Today you will take the 2016–2017 Nebraska State Accountability Writing Practice Test. Give this test your best effort. This test is not timed; therefore, you will have enough time to read the writing topic and type your essay.

We will begin by accessing the test site. Double-click the DRC INSIGHT Online Assessments icon on your desktop. You should see the main page for the NeSA Program on your screen. Is there anyone who does not see the main page?



Assist students as needed.

SAY: Click on Test Sign In under PRACTICE TESTS.

A screenshot of the NeSA website interface. The top header is blue with the NeSA logo on the left and the Nebraska Department of Education logo on the right. Below the header, there are three main navigation buttons: "ENGLISH LANGUAGE ARTS, MATHEMATICS, AND SCIENCE TESTS" (blue), "CHECK4LEARNING" (red), and "PRACTICE TESTS" (yellow). Under the "PRACTICE TESTS" button, there is a "Test Sign In" button highlighted with a red border. A callout box on the left contains the text "Select 'Test Sign In' under the correct administration" with an arrow pointing to the "Test Sign In" button. At the bottom of the page, there is a link for "DRC INSIGHT Online Assessments Tutorials" and a copyright notice for 2016 Data Recognition Corporation.

Assist students as needed. The next step is to have the students enter their Usernames and Passwords. The students should already have their Student Test Tickets.

SAY: The next screen you will see is the Student Login Screen. Enter your Username and Password exactly as you see it on your Student Test Ticket.

The screenshot shows the Student Login Screen for the Nebraska Department of Education. At the top left is the logo for the Nebraska Department of Education. The main heading reads "Please sign in with the Username and Password your Test Administrator has given you." Below this are input fields for "Username:" and "Password:", a "Sign In" button, and a "Display Item Ids" checkbox. A "Back" link is at the bottom left, and "v2016.07 rev.76bc893" and "Copyright © 2016 Data Recognition Corporation." are at the bottom right. A callout box on the right, titled "9999-9999 NeSA-Writing Practice Test Ticket Grade 8 Writing Practice", contains the following information: School: SAMPLE MIDDLE SCHOOL, Student Name: DOE, JOHN, NSSRS ID: 1234567890, Username: JDOE4, and Password: LAND1345. A red arrow points from the "Username:" field to the "Username:" field in the callout box.

Assist students as needed.

Test Administrators may help students type in this information. This information is unique to each student and each session.

SAY: Click on Sign In to move to the next screen.

Everyone should now see the Student Verification Page. Your name should appear at the top of this page. Do you each see your own name?

Assist students as needed.

SAY: Verify that the Test Name and School Name match the information on your Student Test Ticket. Do the information match?

Assist students as needed.

The screenshot shows the Student Verification Page. It begins with a welcome message: "Welcome John Doe." followed by "Thank you for participating in the Nebraska State Accountability Tests!" and "Before you begin testing, please confirm your profile information is correct:". The profile information is listed as follows: Test Name: WRITING - Grade 8 Practice Test, Test Session: WRITING - Grade 8 Practice Test, School Name: SAMPLE MIDDLE SCHOOL, and Your NSSRS ID is: 1234567890. Below this, it says "If the above information is correct, please select Continue." and "If any of the above information is not correct, or if Color Chooser is not available when the Options button is clicked, please raise your hand and notify your Test Administrator." There are three buttons: "Continue" (green), "Options" (blue), and "Exit" (grey). A callout box on the right, titled "9999-9999 NeSA-Writing Practice Test Ticket Grade 8 Writing Practice", contains the following information: School: SAMPLE MIDDLE SCHOOL, Student Name: DOE, JOHN, NSSRS ID: 1234567890, Username: JDOE4, and Password: LAND1345. A red arrow points from the "School Name:" field to the "School:" field in the callout box.

SAY: Click on Continue to move to the next screen. Click on the Test Session Name that appears on your Student Test Ticket.

The following tests have been scheduled for [John Doe](#)

Once instructed, click on the test link below to start the test.
If no additional tests are available, please select **Exit** to close the application.

- [Writing—Grade 8 Practice Test](#)

Options Exit

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SAY: We will take a moment to read the directions together. Please follow along as I read aloud.

Read these directions carefully before you begin the test. To look at these directions again, click on the ? [Help] button and choose the Test Directions tab.

You will be participating in a writing assessment that asks you to describe a person, place, or thing. It is important that you do not talk with anyone during the session so that everyone can concentrate, think, and write well.

You will accomplish this writing assessment by doing the following:

- Reading the topic.
- Thinking about your ideas on the topic.
- Jotting down your thoughts about the topic and organizing them.
- Writing your rough draft essay.
- Editing your essay.
- Self-assessing the quality of your writing with the Rubric Self-Assessment Tool and making necessary changes.
- Submitting your essay in final form.

To do your pre-writing you may use your own paper, write your rough draft directly on the computer, or you may choose to use a combination of the two pre-writing approaches. Your final copy must be completed, typed, and submitted on the computer.

Are there any questions?

Answer all questions. When all students are ready, continue.

SAY: Before you are ready to hit the Review/End Test button, you will want to be sure to self-assess your writing using the Rubric Self-Assessment Tool, which is included under the Help button. You can also view the Rubric Self-Assessment Tool below this set of directions.

- If you need to go away from your computer, click on the Pause button. Click on the Resume button to continue. If you are away from your computer for more than 15 minutes you will need to log back in.
- Use tools such as the Highlighter, Sticky Note, Magnifier, and Line Guide to assist you during the assessment.
- More information about each tool is available by using the Help button.
- There are many features you can use to help develop a response in the composition window, including buttons that allow you to undo, redo, cut, copy, and paste.
- Other features allow you to modify fonts using bold, italics, underlining and sizing. There are also other formatting features available to format your response.
- You also have access to a dictionary and thesaurus by clicking the dictionary button.
- Click the Review/End Test button when you have completed the test. Follow the instructions you find there.
- This test is not timed.

Are there any questions?

Answer all questions. When all students are ready, continue.

SAY: If you have any concerns once the test has started, raise your hand and the Test Administrator (Proctor/Teacher) will come to you. The Test Administrator (Proctor/Teacher) is not allowed to provide you with any additional information during the test. We cannot help you with any words.

Click on Begin The Test to move to the next screen. We will read the writing topic together.

For security reasons, the writing topic is not in this manual. The Test Administrator should read the writing topic aloud to the students from a student's computer.

SAY: When you come to the end of your test session and have clicked the End Test and Exit buttons, please sit quietly or read until the Test Administrator (Proctor/Teacher) provides additional instructions.

Are there any questions?

Answer student questions as needed.

SAY: When you are ready, you may begin your work.

While students are working, walk around the room to see that they are following directions and they are not looking at any other student's test. Do not give help on specific writing questions.

Remind students when they have completed their essays, they may click on the Review/End Test button. From this page they can go back to review their work or end the test.

Once students are satisfied with their essays, they should click "End Test." The pop-up box will instruct them to click the "Return to Review" button to continue testing or the "End Test" button to end the test. If finished, the student should click the "End Test" button. If more time is needed to review a test, the student should click "Return to Review." Once students click "End Test" they may NOT go back into the test.

As students complete the test, please follow your school's plan for dismissing students.

Writing Practice Test Grade 11 Introduction and Directions

Please note there is no NeSA-Writing Test in 2016–2017. The NeSA-Writing Practice Test is available to support local curriculum practices, not as part of the Nebraska Statewide Assessment program.

SAY: Today you will take the 2016–2017 Nebraska State Accountability Writing Practice Test. Give this test your best effort. This test is not timed; therefore, you will have enough time to read the writing topic and type your essay.

We will begin by accessing the test site. Double-click the DRC INSIGHT Online Assessments icon on your desktop. You should see the main page for the NeSA Program on your screen. Is there anyone who does not see the main page?



Assist students as needed.

SAY: Click on Test Sign In under PRACTICE TESTS.

A screenshot of the NeSA website interface. The top header is blue with the NeSA logo on the left and the Nebraska Department of Education logo on the right. Below the header, there are three main navigation buttons: "ENGLISH LANGUAGE ARTS, MATHEMATICS, AND SCIENCE TESTS" (blue), "CHECK4LEARNING" (red), and "PRACTICE TESTS" (yellow). Under the "PRACTICE TESTS" button, there is a "Test Sign In" button highlighted with a red border. A callout box on the left contains the text "Select 'Test Sign In' under the correct administration" with an arrow pointing to the "Test Sign In" button under the "PRACTICE TESTS" section. At the bottom of the page, there is a link for "DRC INSIGHT Online Assessments Tutorials" and a copyright notice for 2016 Data Recognition Corporation.

Assist students as needed. The next step will be to have the students enter their Usernames and Passwords. The students should already have their Student Test Tickets.

SAY: The next screen you will see is the Student Login Screen. Enter your Username and Password exactly as you see it on your Student Test Ticket.

The screenshot shows the Nebraska Department of Education logo at the top left. Below it, the text reads: "Please sign in with the Username and Password your Test Administrator has given you." There are two input fields for "Username:" and "Password:", a "Sign In" button, and a "Display Item Ids" checkbox. A callout box on the right contains the following information: "9999-9999 NeSA-Writing Practice Test Ticket Grade 11 Writing Practice", "School: SAMPLE HIGH SCHOOL", "Student Name: DOE, JOHN", "NSSRS ID: 1234567890", "Username: JDOE4", and "Password: LAND5789". A red arrow points from the "Username:" field to the "Username:" field in the callout box. At the bottom, there is a "Back" button, a copyright notice "Copyright © 2016 Data Recognition Corporation.", and a version number "v2016.07 rev.76bc893".

Assist students as needed.

Test Administrators may help students type in this information. This information is unique to each student and each session.

SAY: Click on Sign In to move to the next screen.

Everyone should now see the Student Verification Page. Your name should appear at the top of this page. Do you each see your own name?

Assist students as needed.

SAY: Verify that the Test Name and School Name match the information on your Student Test Ticket. Does the information match?

Assist students as needed.

The screenshot shows a "Welcome John Doe." message. Below it, the text reads: "Thank you for participating in the Nebraska State Accountability Tests! Before you begin testing, please confirm your profile information is correct:". The profile information is displayed as follows: "Test Name: WRITING - Grade 11 Practice Test", "Test Session: WRITING - Grade 11 Practice Test", "School Name: SAMPLE HIGH SCHOOL", and "Your NSSRS ID is: 1234567890". A callout box on the right contains the same information as the previous screenshot: "9999-9999 NeSA-Writing Practice Test Ticket Grade 11 Writing Practice", "School: SAMPLE HIGH SCHOOL", "Student Name: DOE, JOHN", "NSSRS ID: 1234567890", "Username: JDOE4", and "Password: LAND5789". A red arrow points from the "School Name:" field to the "School:" field in the callout box. At the bottom, there are three buttons: "Options", "Continue", and "Exit". A copyright notice "Copyright © 2016 Data Recognition Corporation." is at the very bottom.

SAY: Click on Continue to move to the next screen. Click on the Test Session Name that appears on your Student Test Ticket.

The following tests have been scheduled for [John Doe!](#)

Once instructed, click on the test link below to start the test.
If no additional tests are available, please select **Exit** to close the application.

- [Writing—Grade 11 Practice Test](#)

Options Exit

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SAY: We will take a moment to read the directions together. Please follow along as I read aloud.

Read these directions carefully before you begin the test. To look at these directions again, click on the ? [Help] button and choose the Test Directions tab.

You will be participating in a writing assessment that asks you to persuade others to agree with your point of view. It is important that you do not talk with anyone during the session so that everyone can concentrate, think, and write well.

You will accomplish this writing assessment by doing the following:

- Reading the topic.
- Thinking about your ideas on the topic.
- Jotting down your thoughts about the topic and organizing them.
- Writing your rough draft essay.
- Editing your essay.
- Self-assessing the quality of your writing with the Rubric Self-Assessment Tool and making necessary changes.
- Submitting your essay in final form.

To do your pre-writing you may use your own paper, write your rough draft directly on the computer, or you may choose to use a combination of the two pre-writing approaches. Your final copy must be completed, typed, and submitted on the computer.

Are there any questions?

Answer all questions. When all students are ready, continue.

SAY: Before you are ready to hit the Review/End Test button, you will want to be sure to self-assess your writing using the Rubric Self-Assessment Tool, which is included under the Help button. You can also view the Rubric Self-Assessment Tool below this set of directions.

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- Use tools such as the Highlighter, Sticky Note, Magnifier, and Line Guide to assist you during the assessment.
- More information about each tool is available by using the Help button.
- There are many features you can use to help develop a response in the composition window, including buttons that allow you to undo, redo, cut, copy, and paste.
- Other features allow you to modify fonts using bold, italics, underlining and sizing. There are also other formatting features available to format your response.
- You also have access to a dictionary and thesaurus by clicking the dictionary button.
- Click the Review/End Test button when you have completed the test. Follow the instructions you find there.
- This test is not timed.

Are there any questions?

Answer all questions. When all students are ready, continue.

SAY: If you have any concerns once the test has started, raise your hand and the Test Administrator (Proctor/Teacher) will come to you. The Test Administrator (Proctor/Teacher) is not allowed to provide you with any additional information during the test. We cannot help you with any words.

Click on Begin The Test to move to the next screen. We will read the writing topic together.

For security reasons, the writing topic is not in this manual. The Test Administrator should read the writing topic aloud to the students from a student's computer.

SAY: When you come to the end of your test session and have clicked the End Test and Exit buttons, please sit quietly or read until the Test Administrator (Proctor/Teacher) provides additional instructions.

Are there any questions?

Answer student questions as needed.

SAY: When you are ready, you may begin your work.

While students are working, walk around the room to see that they are following directions and they are not looking at any other student's test. Do not give help on specific writing questions.

Remind students when they have completed their essays, they may click on the Review/End Test button. From this page they can go back to review their work or end the test.

Once students are satisfied with their essays, they should click "End Test." The pop-up box will instruct them to click the "Return to Review" button to continue testing or the "End Test" button to end the test. If finished, the student should click the "End Test" button. If more time is needed to review a test, the student should click "Return to Review." Once students click "End Test" they may NOT go back into the test.

As students complete the test, please follow your school's plan for dismissing students.

Additional Questions

If you have any additional questions not covered in this *2016–2017 NeSA-Practice Test Online Test Administration Manual*, please contact DRC customer service at 1-866-342-6280 or email necustomerservice@datarecognitioncorp.com.

DRC representatives will always try to answer your questions when you call. If they are not able to answer your questions immediately, they will return your call within 24 hours. The representatives will log each call and record the nature of the question or problem reported, whether a resolution has been made, and whether a return call is needed. Representatives are available from 8:00 a.m. to 5:00 p.m. Central Standard Time, Monday through Friday (7:00 a.m. to 5:00 p.m. Central Standard Time from March 13–May 12, 2017).

Appendix A. Suggestions for a Smooth Testing Process



- Start testing preparations early, and plan ahead, and assign a building coordinator.
- Gather testing materials as soon as online tools/booklets are available. Keep secure and in a locked room.
- Read all security requirements; building principals and District Assessment Contacts should sign the security agreement and return to NDE.
- Attend training. Prepare to train all test administrators and proctors.
- Examine student lists for accuracy and building assignments. Verify all NSSRS testing rosters.
- Take advantage of all practice test opportunities.
- Develop scheduling plan for testing window: March 20–May 5, 2017.
- Establish a testing setting that matches the instructional setting as much as possible (for example, an auditorium setting for testing is not like a classroom setting).
- Protect instructional time as much as possible.
- Do not wait until the end of the testing window to begin testing.
- Avoid Mondays as test days.
- Communicate the testing plan with all staff.
- Communicate the importance of the test with staff and with students.
- For online testing, prepare the computer room setting or the laptops ahead of time.
- Prepare signs for the doors, “Testing in Progress.”
- Assign one proctor for every 12 students being tested for large groups.
- Encourage students to do their best.
- Develop a consistent building plan for what students are to do when they are done with the test.
- Follow the scripted directions for all testing, both online and paper/pencil.
- Use common sense.

Appendix B. NeSA Security Procedures



Security Procedures

This document should be shared with all staff, particularly those who administer state tests.

Introduction

The security of state administered assessments is of the utmost importance to the Nebraska Department of Education. This document outlines the state's expectations and procedures on test booklet and online security, test administration security, and the identification and reporting of test security violations. Breaches in test security must be quickly identified and reported to the Nebraska Department of Education. This document explains to participants at the school, district, and state levels how to identify breaches in test security and what actions should be taken in response to those breaches.

Test Security

District Test Coordinators, School Test Coordinators and Test Administrators share the responsibility for ensuring that all test materials and student responses are handled securely and confidentially in accordance with security procedures. The Nebraska Statewide Accountability (NeSA) Tests are to be administered by professional staff members who have been oriented in the proper test administration procedures for NeSA.

The NeSA Tests are confidential and proprietary and are owned by the Nebraska Department of Education. The test content is not to be viewed by anyone prior to the test administration. Only students being tested are allowed access to the test at the time of testing. Once a test is started during test administration, only the student taking the test is allowed to view that student's booklet or screen. No testing materials are to be reproduced. No test materials are to be accessed outside the school building except under conditions approved by the Nebraska Department of Education.

The NeSA Tests rely on the measurement of individual achievement. Any deviation from testing procedures meant to ensure validity and security (group work, teacher coaching, pre-teaching or prerelease of the test items, etc.) would be a violation of test security. District and school personnel with access to the test materials must not discuss, disseminate, or otherwise reveal the contents of the tests to anyone. Teachers, Proctors, Test Administrators, or other district or school personnel may not read test items aloud, silently, to themselves, or to another individual or student group. Parents/guardians may not read test items under any circumstances.

While some of the guidelines below apply mainly to Test Administrators, it is important for all personnel involved in testing to be aware of these procedures.

Do's

Do eliminate all cell phones and electronic devices.

Do attend any district or school training for the administration of the test in order to be properly informed of the procedures to follow, including securing test materials.

Do move around the testing site to ensure students are adhering to the instructions given.

Do collect scratch paper and return it to the School Test Coordinator for secure destruction.

Do follow appropriate accommodation procedures as found in the "Nebraska NeSA Approved Accommodations Document."

Do make students feel comfortable and relaxed.

Do escort all students and carry all secure testing materials to alternate site for extended time, etc.

Do have test booklets or test tickets/online set-up ready for students ahead of time.

Do remove from the wall all curriculum materials that relate to the tested content.

Do maintain standardized testing procedures.

Don'ts

Do not discuss, disseminate, or otherwise reveal the contents of the test to anyone.

Do not keep, copy, reproduce, or use any reading, mathematics, or science test, test item, any specific test content, or examine responses to an item or any section of a secured test in any manner inconsistent with the instructions provided by and through the Nebraska Department of Education.

Do not leave students unattended with testing materials.

Do not possess any secure test materials at any time other than during the actual administration of the test. Test Administrators should be given their secure materials the morning of the administration of the test and materials must be counted and collected at the end of each day of testing.

Do not allow students to leave the testing site with test materials for any reason.

Do not allow students to look ahead to the second session before being instructed to do so.

Do not coach or provide feedback in any way, which includes answering any questions relating to the contents.

Do not alter, influence, or interfere with a test response in any way or instruct the student to do so. Students who move to alternate testing sites for an extended time should be escorted and school personnel should carry all secure testing materials to the new testing location.

Do not fill any unanswered item or provide actual answers to students.

Do not return any test booklet or answer sheet to any student after it has been turned in to the Test Administrator except in the case of students going to another testing site for an extended time. (Note: If, after the student returns the test booklet and answer sheet, it is noticed that not all of the test items were answered, the test booklet and answer sheet cannot be returned to the student to complete.)

Do not place students in situations in which they can discuss test items or answers.

Test Security Agreement

The DAC and principal of each school participating in the NeSA Tests must complete a Test Security Agreement. The Building Principal Security Agreement and District Assessment Contact Confidentiality of Information Agreement was sent by Echosign. Every principal and DAC must have signed a security agreement to participate in NeSA testing.

Breaches in Test Security

The Test Security Procedure for the Nebraska State Accountability-NeSA establishes guidelines for dealing with breaches in test security. Breaches may include student impropriety, test violations, educator misconduct, or the mishandling of test materials. In order to maintain the integrity of the test, there must be strict adherence to the rules and procedures for administering the test.

Reporting and Investigating Test Security Violations

Any identification or suspected violation of defined testing procedures must be reported immediately. If a student suspects a breach in test security the student should report the alleged incident to a teacher or administrator. If a teacher, parent, assessment administrator, or school administrator suspects a breach in test security, he or she should report the alleged incident in writing to the district's superintendent or the Nebraska Statewide Assessment and Accountability Office.

In the case of a test contractor suspecting a breach in test security, the suspected tests should be "flagged." The contractor's scoring director and project manager will then review the flagged tests and determine whether a test security breach has occurred. The test contractor should immediately notify the Nebraska Statewide Assessment and Accountability Office of any test security breach and send them a summary file of the flagged student work.

As soon as a suspected test security breach has been verified either by the test contractor or the Nebraska Department of Education, a district superintendent or designee of the investigation, will have 45 days to complete a report. The report will be sent to the Nebraska Statewide Assessment and Accountability Office indicating the following:

- The details of the investigation
- The findings
- The action taken by the school, administrators, and/or district, if any.

Upon completion of the report, the superintendent should return any student answer documents involved in the incident to the contractor with the other student answer documents.

Consequences of Test Security Violations

School districts are responsible for conducting the investigation and taking appropriate actions in response to breaches in test security. NDE may, at the discretion of the Statewide Assessment Director, initiate a formal educator misconduct investigation that may result in disciplinary action. In addition, NDE may invalidate any or all test scores involved in the investigation and/or retest the students.

Appendix C. District to DRC Online Testing Issue Report Form

District to DRC Online Testing Issue Report Form

If an issue occurs during NeSA or C4L testing, please contact your local IT staff as soon as a problem occurs, or as soon as possible following testing. They can contact Nebraska Customer Service at (866) 342-6280 or at necustomerservice@datarecognitioncorp.com if they need additional help to resolve the issue.

Below is a list of the basic information Nebraska Customer Service will typically request when looking into technical issues associated with testing. Please gather as much of this information as is possible to assist the process of resolving a technical issue.	
Reporter/school/district	
Phone or email	
Student NSSRS ID	
Number of students affected	
Date and description of the issue	
Specific system or error message (actual text)*	
Operating system/version (Mac/Windows/iOS/Chromebooks)	
Computer name or number	
Wired or wireless	
Additional contact name and information (i.e. who witnessed the issue, if not reporter?)	

*For example: "Internet Connection Error" or "TSM Connection Error During Login"

Common Troubleshooting Tips:

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.

2016–2017
NeSA-PRACTICE TEST
ONLINE TEST ADMINISTRATION MANUAL