Appendix D. Administering the 2016–2017 NeSA-CCR Mathematics Practice Test

Administration of the NeSA-CCR 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-CCR 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-CCR 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-CCR 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-CCR 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 CCR 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.
- *(Read to Grades 3–5 only)* You may not use a calculator on this test.
- *(Read to Grades 6–8 only)* A calculator or calculator tool will be available to you for the first section of the test.
- Be sure to answer ALL the questions.
- Remember only one of the answers provided is the correct response.
- *(Read to Grades 6 and up only)* When you come to the end of the calculator section, you will be able to review your answers for that section only. 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 continuing to the next section of the test. You will not be able to go back.

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 “Submit Test” button to end your test. If you are finished, click the “Submit Test” button. If you want more time to review your test click “Return to Review.” Once you click “Submit 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

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.
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.

- CCR Math—Grade 3 Practice Test

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 multiple-choice questions and technology-enhanced questions. For each multiple-choice question, select one answer to the question. For each technology-enhanced question, follow the instructions in the question.

- 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.
- 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 buttons;
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.

To ensure your computer screen is set up correctly, please tell your teacher or test administrator if you cannot clearly see three circles in the picture below.”

(Read to Grades 6–8 only)

SAY: “To look at these directions again while you are taking the test, select the “? [Help]” button and choose the Test Directions tab.

This mathematics test has two parts: a “calculator” section, followed by a “no-calculator” section. The first six items of this test are the calculator section. You may use a calculator or the calculator tool during this section only. After you complete the calculator section, you will be asked if you want to review your answers before moving on to the no-calculator section. You may use a calculator or the calculator tool during the no-calculator section.

For most of the test questions, you will choose your answer from a set of four answer choices. Some test questions, however, will have more than four answer choices and will ask you to select ALL answer choices that correctly answer the question. Be sure to consider whether or not each answer choice is correct. There will also be short answer and technology-enhanced questions that involve different ways of responding.”

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.