NSCAS Alternate Training for Proctors

NSCAS NEBRASKA STUDENT-CENTERED ASSESSMENT SYSTEM

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Online Administration

- Students capable of using touch-enabled devices or other computer-based input devices will be able to respond to items themselves.

- If a student cannot select responses in DRC INSIGHT, Proctors will capture the student's responses and enter them into the online system to be scored.

- On-demand *Student Test Booklets* are available for printing for students that require paper testing.

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Test Security

- Tests are to be administered on a one-to-one basis.
- Test content is to be viewed only by those individuals directly responsible for test administration.
- Proctors should study the *NSCAS Alternate Administration Manual* and become familiar with the test format prior to test administration.
- Do not discuss, disseminate, or otherwise reveal the contents of the test to anyone.
- Do not keep, copy, reproduce, or use any test content.

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Test Security

- Students must not be left alone with test materials.
- Students cannot take test materials out of the testing site.
- Do not coach or provide feedback in any way, including prompting or answering questions related to the contents of the test.
- Do not alter, influence, or interfere with a test response in any way.
- Refer to the *NSCAS Alternate Administration Manual* for complete Test Security procedures.

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Test Materials for Proctoring NSCAS Alternate

- *NSCAS Alternate Administration Manual.*
- Online Test Tickets printed from the DRC INSIGHT Portal Test Management application.
- *Student Test Booklets* for students requiring paper/pencil administration.

Administration Manuals and *Student Test Booklets* are form specific. Each district was pre-assigned either Form A or Form B. Be sure the form on the manual and test booklet matches the form indicated on the online test ticket.

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Test Materials for Proctoring NSCAS Alternate

- All *NSCAS Alternate Administration Manuals* and *Student Test Booklets* contain secure test content and must not be downloaded electronically and stored locally.
- Printed *NSCAS Alternate Administration Manuals, Student Test Booklets*, and online Test Tickets must be stored securely until testing is finished.

Districts are responsible for secure destruction of printed NSCAS Alternate materials.

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Proctor Responsibilities for Online Administration

- Login
- Navigation from item to item
- Enabling and operating optional online tools
- Ending the test

Signing In

- Proctors complete the Signing In process for students.
- The *NSCAS-Alternate Administration Manual* contains information and directions Proctors will read aloud to students during and at the end of the Signing In process. For example, before signing the student in…

SAY   **Today, you will be taking the English Language Arts test. First, I will sign you in.**

- The **SAY** prompt and **bold text** indicates statements proctors will read aloud to students.
- Change the subject being tested to Mathematics or Science, as appropriate.

Signing In

- Select the DRC INSIGHT icon on the screen.
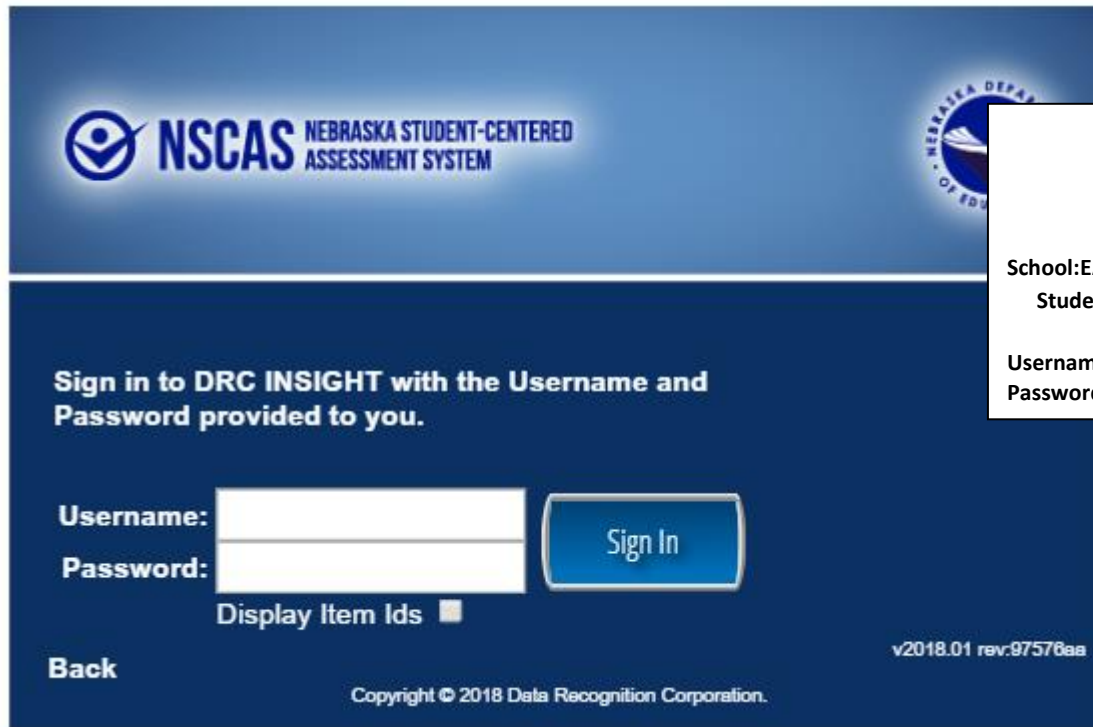
Signing In

- Select the **Test Sign In** link.
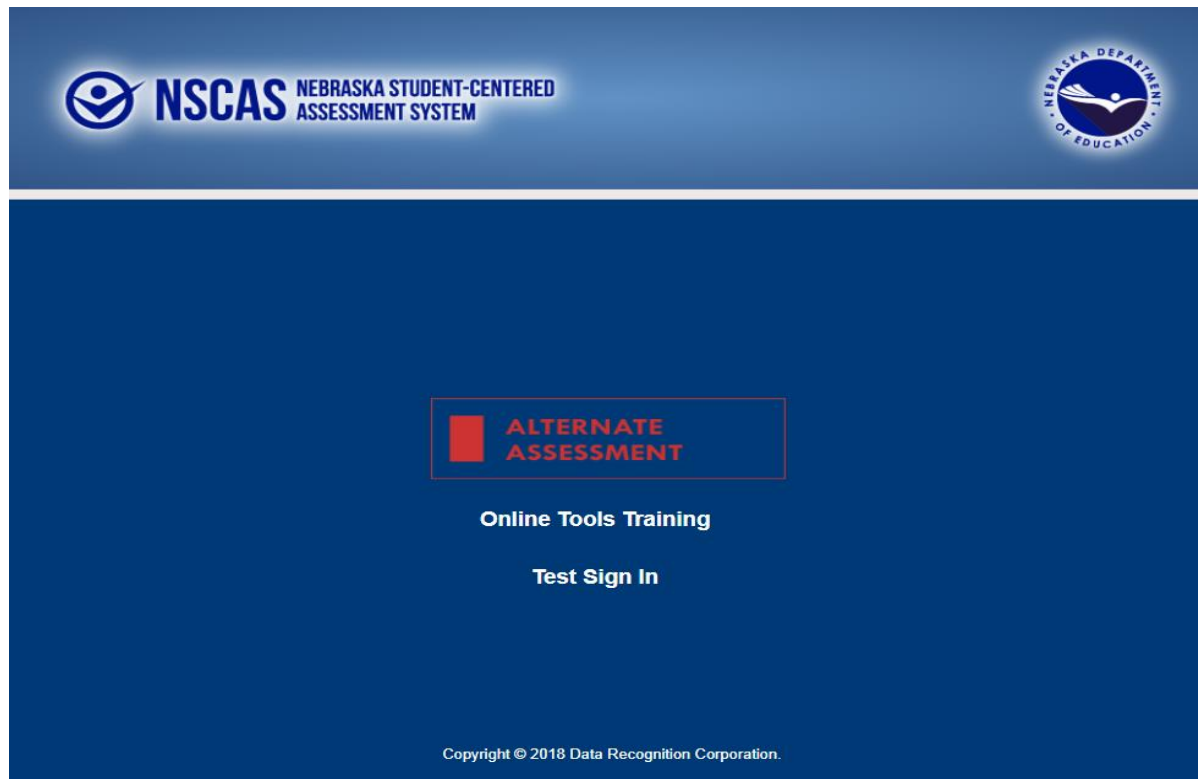
Signing In

- Enter the Username and Password that appear on the student's online test ticket, which are unique to each student.
- Select the **Sign In** button to submit the Username and Password.

2023–2024 NSCAS Alternate Test Ticket
Grade 3 Form A

School:EAST ELEMENTARY SCHOOL
Student Name: DOE, JOHN
NSSRSID: 123456789
Username: JDOE1
Password:LAND4570

Signing In

- Verify the student information that appears on the Student Verification page.
- Select the **Continue** button.

Signing In

- Select the appropriate content area.

The following tests have been scheduled for **Training Student**!

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.

- English Language Arts

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Enhanced Student Experience (ESE)

For spring 2024, students will complete the NSCAS Assessment using the Enhanced Student Experience DRC INSIGHT Test Engine.
Some of these enhancements include:

- Tool improvements to ensure they are fully accessible to all
- Movement towards IMS Global conformance standards for QTI, APIP, and PNP interoperability
- Updated and more current look and feel

Enhanced Student Experience (ESE)

NEW!

Other updates include:

- Tools are now only located at the top of the screen
- Almost all icons changed
- Magnification to 400%

But the same functionality still exists. All functions contained in the classic student experience are still available in the enhanced student experience.

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Enhanced Student Experience (ESE)

NEW!

Pointer

Line Guide

Color Preferences

Help

Exit

English Language Arts
Training Student

DRC INSIGHT™

Question: 4 ▾   16

Pause Test

Review or End Test

Masking

Magnifier

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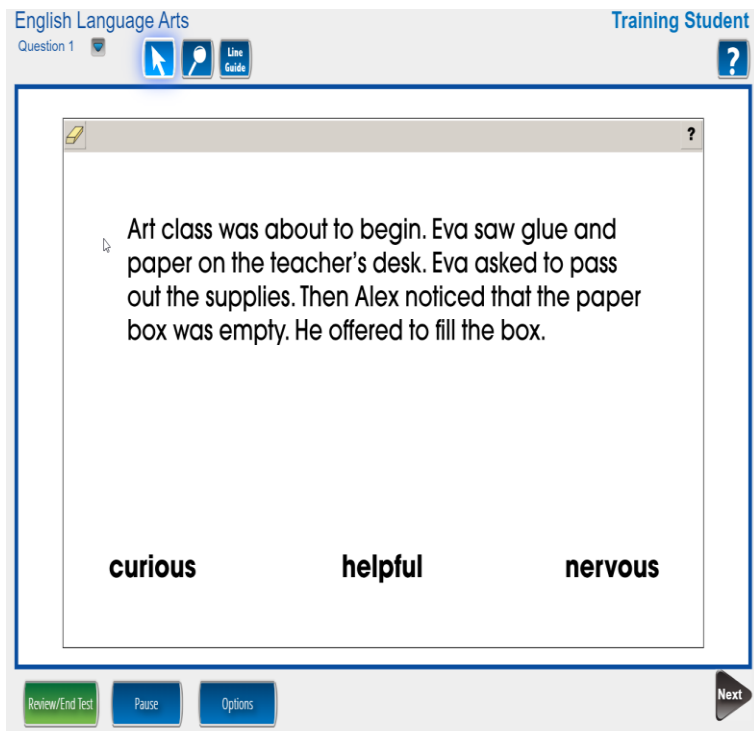
Enhanced Student Experience (ESE)

NEW!

Classic

English Language Arts
Question 1

Training Student

Art class was about to begin. Eva saw glue and paper on the teacher's desk. Eva asked to pass out the supplies. Then Alex noticed that the paper box was empty. He offered to fill the box.

curious   helpful   nervous

Review/End Test   Pause   Options   Next

Enhanced

English Language Arts
Training Student

DRC INSIGHT

Question: 1

Art class was about to begin. Eva saw glue and paper on the teacher's desk. Eva asked to pass out the supplies. Then Alex noticed that the paper box was empty. He offered to fill the box.

curious   helpful   nervous

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Enhanced Student Experience (ESE)

Ways for students, teachers, and parents to practice and familiarize themselves to the Enhanced Student Experience:

- Updated OTT
- Updated tutorials

Administering the Test

- Begin by reading the following statement aloud to the student.

> **SAY** **You are now signed into the test.**
>
> **This screen contains general directions to complete the English Language Arts test. Follow along as I read the directions.**

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Administering the Test

- Read the Directions that appear on screen aloud to the student.

Directions – English Language Arts

There are eight practice questions. You will need to follow along as the questions are read to you.

Each question has a practice hint. The practice hint tells you which tool to use in that question.

After you have answered all eight questions, the online tools training is complete.

Begin The Test

Select the **Begin the Test** button when you are ready to begin the training.

Begin The Test

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Administering the Test

- Proctors follow the familiar **Prepare—SAY—ASK** process in the *Test Administration Manual* to administer items to students one at a time.

- For online administration, Proctors will draw the student's attention to the Test Page that displays in DRC INSIGHT instead of in a paper Student Booklet.

- Students may respond to items directly in DRC INSIGHT either by touching the response option of their choice on touch-enabled devices or by selecting the answer choices with the Pointer using a mouse or other input device.

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Administering the Test

- If a student can view items online in DRC INSIGHT but cannot directly interact with the online test engine to select responses, the student may indicate his or her answer choices to the Proctor in another way, and the Proctor can select the answers the student indicated on the student's behalf.

- Student Booklets may be printed on demand for students who are not capable of responding to items presented on screen.

If a printed Student Booklet is used, the Proctor must faithfully record the student's responses, sign in with the student's online test ticket, and enter the student's responses on the student's behalf. Only tests submitted online will be scored.

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Administering the Test

- Sample Proctor instructions

Administrator's Test Booklet	Indicator LA_E.3.RP.6 Literal Questions DOK Level 1, Stage 3
Prepare	• *Place student test page in front of the student.* • *Call student's attention to the page.*
SAY	Follow along as I read this story. *Indicate.* Layla draws a picture with a marker. She uses scissors to cut out the picture. Layla puts the picture on the wall.
ASK	What does Layla use to cut out the picture? *Indicate and read answers.* A. marker B. paper C. scissors

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Administering the Test

- Question that corresponds to sample Proctor instructions--ONLINE

Administering the Test

- Question that corresponds to sample Proctor instructions-- PAPER

Administering the Test

- Online Navigation

Administering the Test

- Pausing the test

- Pausing and exiting the test

Your Test is Paused

To resume testing, click the 'Resume' button. To logout of the test, click the 'Exit' button. When the clock reaches 0:00 your test will exit on its own.

14:44

⚠️

Are you sure you want to Exit and Close the test?

To continue testing, select **Resume Test**.

To leave your test, select **Exit**.

[Resume Test]   [Exit]

Administering the Test

- Inactivity
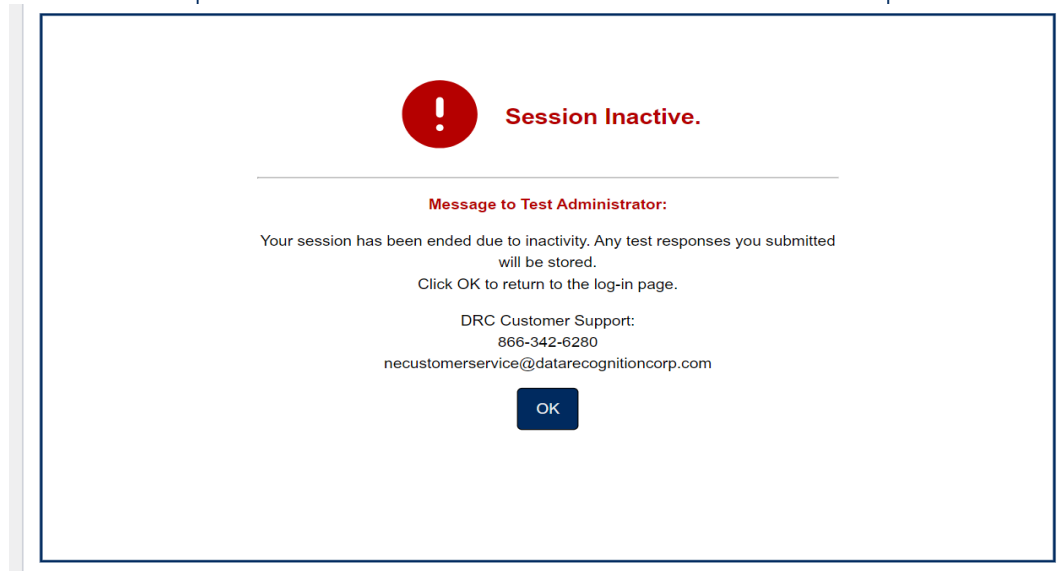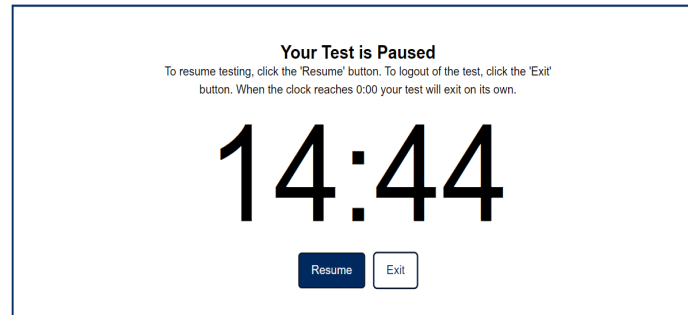
Administering the Test

- Review or End Test

Administering the Test

- Submit Test

Testing Codes

- The testing process may be concluded when a student does not respond to a minimum of one item and the Proctor determines that the student will have no response to the remainder of the test items.

- An administrator must enter the Testing Code "Student was administered one or more items but did not provide a response" for each subject for which this situation occurs. The process for recording Testing Codes is covered in Test Administration training for District Assessment Contacts.

- If the student was administered the test online, the Proctor should select the Review or End Test button on the last item administered.

- If the student was administered the test on paper, there is no need for the Proctor to log in with the student's online test ticket.

- The student will be counted as a participant in the NSCAS Alternate process; however, incomplete items will be scored as incorrect.

Optional Tools

- There are four accessibility tools on the NSCAS Alternate tests available to all students.

- Proctors will determine the level of student interaction with the technology based on the needs and abilities of each student, and can assist the student in selecting the tools, buttons, and options in DRC INSIGHT.

- Proctors should access Online Tools Training prior to administering the test to be aware of and understand the functionality of all tools, buttons, and options that are available during the test. Some students may only use some of the available tools, depending on their needs and abilities.

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Optional Tools

- Magnifier

Optional Tools

- Line Guide

Optional Tools

- Options: Color Choices
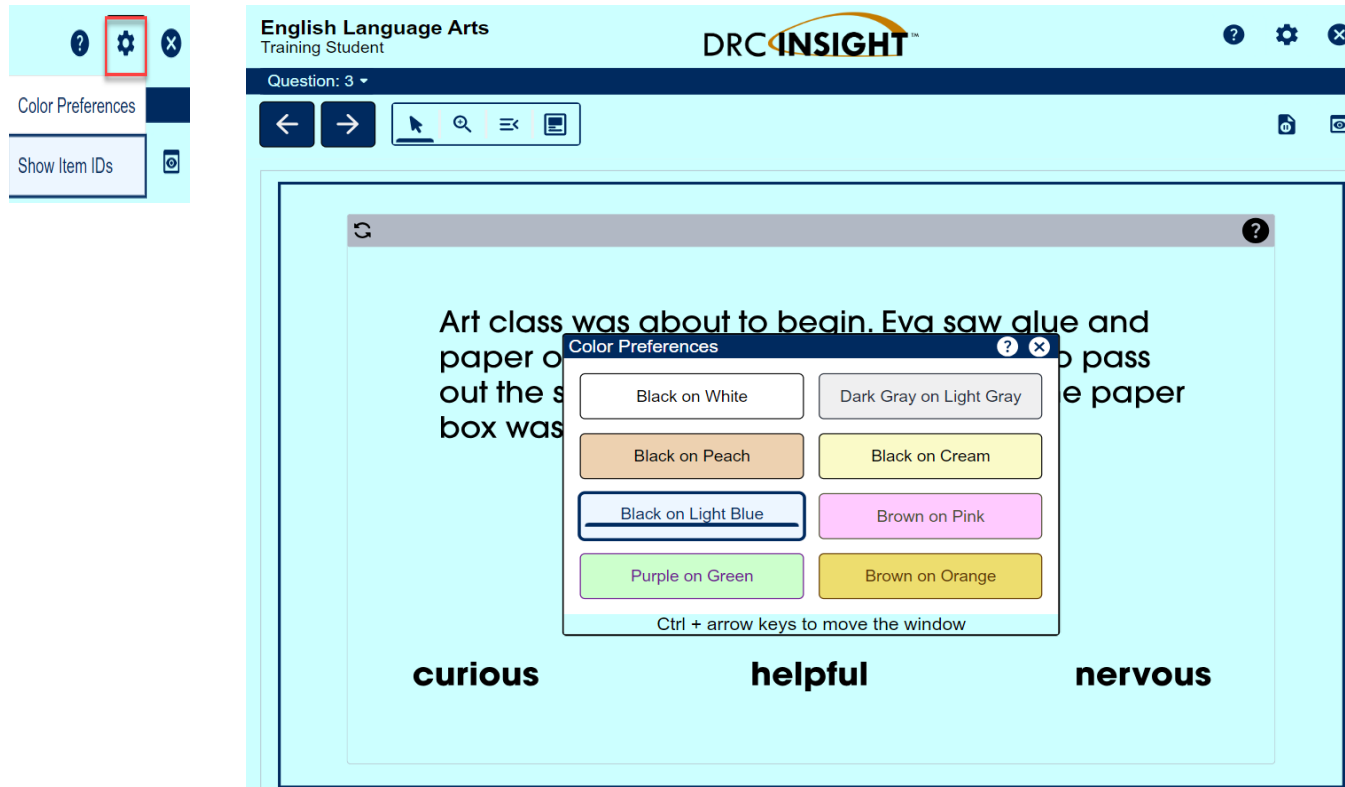
Optional Tools

- Options: Masking

Online Tools Training (OTTs)

- Online Tools Training, or OTTs, introduce the functionality of the DRC INSIGHT online test engine and provide an interactive opportunity for Proctors and students to become familiar with the system before testing.

- In addition to including questions like those students will see on the tests, OTTs include "Practice Hints" for using DRC INSIGHT's tools.

- Print-on-demand *OTT Administration Manuals* and *Student Booklets* are provided to emulate administration procedures for the actual test.

- OTTs are accessible via DRC INSIGHT or publicly at https://wbte.drcedirect.com/NE/portals/ne/. The Google Chrome browser is required to use the public version of the OTTs.

Online Tools Training (OTTs)

- Download the *NSCAS Alternate OTT Administration Manuals* at the DRC INSIGHT Portal→General Information→Documents
- The *NSCAS Alternate OTT Student Booklets* are also available to provide practice for paper administration
- ***NOTE** – Select the current administration in the drop-down to access the correct documents.*
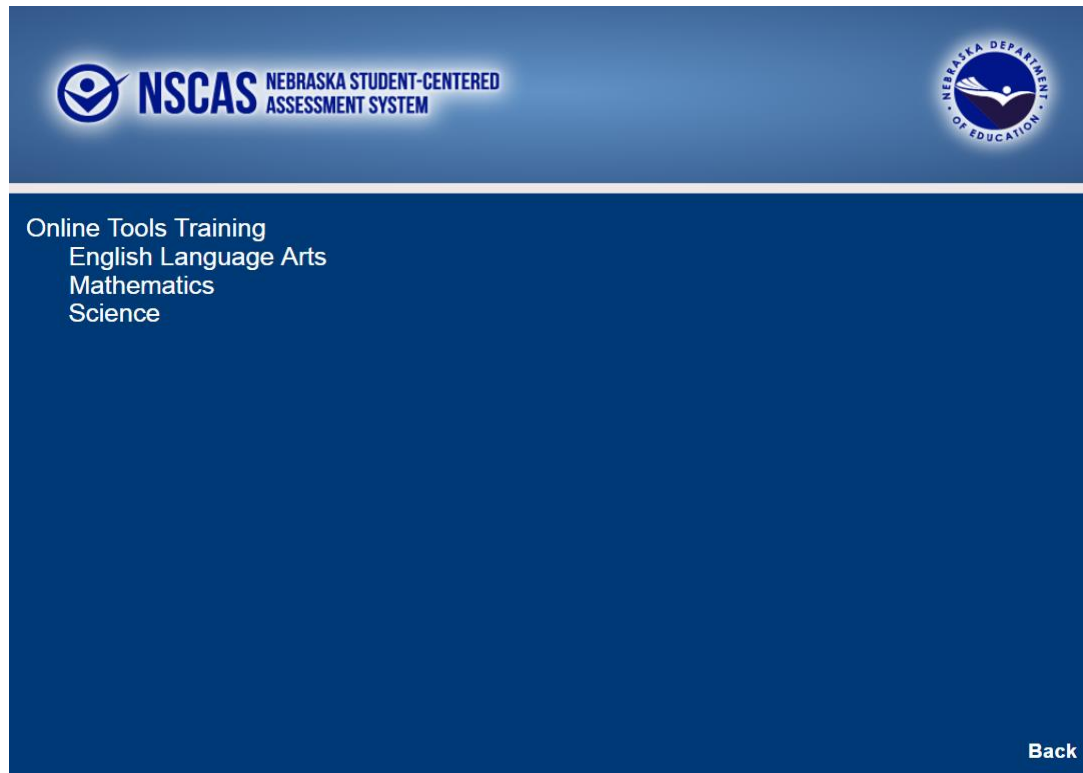
Online Tools Training (OTTs)

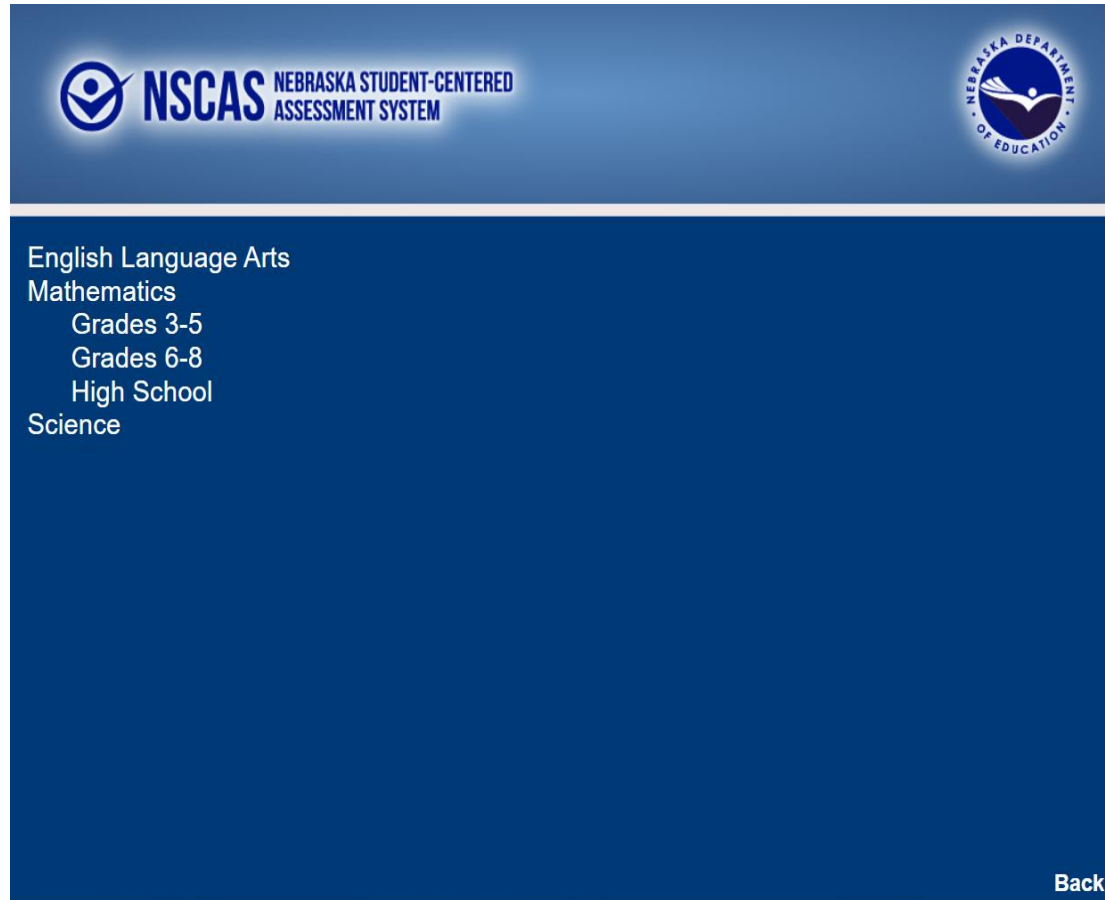- Select **Online Tools Training** on the DRC INSIGHT Portal Page to access OTTs.
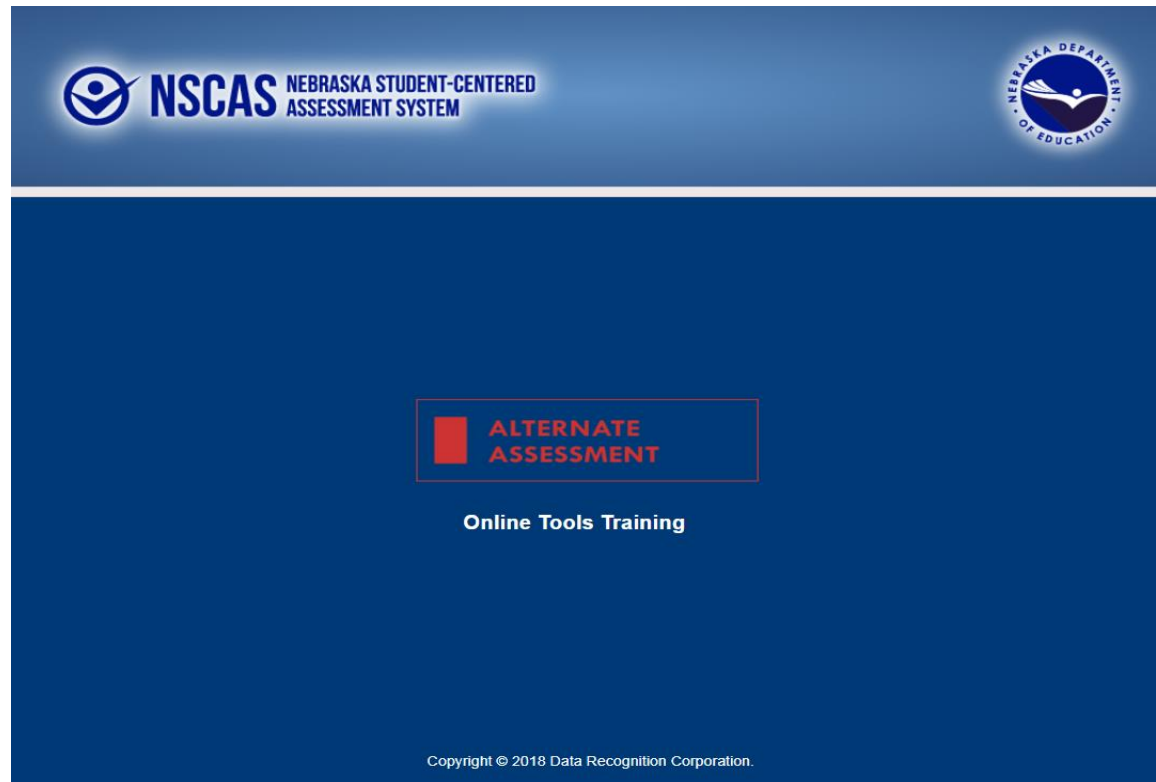
Online Tools Training (OTTs)

- Select **Online Tools Training** on the OTT Selection Page then select the subject to display the OTTs available for that subject.

Online Tools Training (OTTs)

- Select the grade band or grade to start the OTT.

NSCAS Alternate Customer Service

Call Toll Free - (866) 342-6280

necustomerservice@datarecognitioncorp.com

8:00 A.M. – 5:00 P.M. CST

7:00 A.M. – 5:00 P.M. CST during the testing window

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