

# 2023 NSCAS Alternate Test Administration Training



**NSCAS** NEBRASKA STUDENT-CENTERED  
ASSESSMENT SYSTEM



DATA RECOGNITION  
**DRC**  
CORPORATION

# 2023 NSCAS Alternate Key Dates

<b>Student PreID information provided to DRC</b>	<b>January 20</b>
<b>Test Administration Training</b>	<b>February 28 and March 2</b>
<b>Student and Test Management open in the DRC INSIGHT Portal</b>	<b>February 20 – May 12</b>
<b>Student Test Booklets and Test Administration Manuals available for printing in the DRC INSIGHT Portal</b>	<b>March 13</b>
<b>NSCAS Alternate Testing Window</b>	<b>April 3 – May 12</b>
<b>Last day to enter student responses in DRC INSIGHT and Demographics, Accommodations, and Testing Codes in the DRC INSIGHT Portal</b>	<b>May 12</b>

# Eligible Grades for NSCAS Alternate Testing

- Grades 3-8 and High School (third-year cohort) English Language Arts and Mathematics
- Grades 5, 8, and High School (third-year cohort) Science


Students are required to take all subjects of either the NSCAS General or NSCAS Alternate tests for their eligible grades. Students may not take the NSCAS Alternate for some subjects and the NSCAS General for other subjects.

# Online Administration

- **Alternate Assessment is available for online administration via the DRC INSIGHT test engine**
  - **NOTE – Please see the DRC INSIGHT Portal Guide for information on the test login process.**
- **Students capable of using touch-enabled devices or other computer-based input devices are able to respond to items themselves**
- **If a student cannot select responses in the DRC INSIGHT test engine, Proctors will capture the student's responses and enter them into the online system to be scored**

# Online Administration

- On-demand *Student Test Booklets* available for printing
- Districts do not receive and return test materials

 ***NOTE: Test Administrators/Proctors are not required to navigate through every item on the test if a student who is being administered the test does not or ceases to respond to items. Tests may be ended on the last item administered.***

**A Proctor Training video providing detailed direction on administering the NSCAS Alternate tests online is posted to the NDE Assessment webpage ([Proctor Training](#)).**

## Special Note for External Programs

- **Students attending an external program (Rule 18, ESU school or program, or an approved contracted agency) – are required to participate in NSCAS testing.**
- **Districts need to reach out to the school program and make testing arrangements with the external program.**
- ***Discuss your options and decide what arrangement is best for the student.***
- ***If staff at an external program needs access to the DRC INSIGHT test engine please contact DRC Customer Service or Maggie Sis at NDE.***

## External Programs (continued)

- DTCs for all External Programs should reach out to NDE (Maggie Sis) and provide site information so the site is available on the DRC INSIGHT Portal.
- External Sites will provide student information to NDE and DRC will upload the students to each site.
- Once testing has completed, NDE will send a file of the reported sites (where students are reported).
- DRC will move the tested students to their reported sites.

**If External Programs receive new students throughout the testing window they will reach out to NDE to make sure the student has been added to the DRC INSIGHT Portal.**

# Scheduling the Test

- Flexibility throughout the testing window
- Make-ups are required
- Recommend scheduling early in the window
- To allow flexibility in scheduling testing across multiple test sessions and days, the online tickets for the NSCAS Alternative tests do not expire

**Be certain proctors understand the key dates and the district's testing schedule.**



# 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
- Test Administrators and 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

# Test Security

- **Do not keep, copy, reproduce, or use any test content**
- ⓘ **All printed materials (i.e., Administration Manuals, Student Test Booklets, and online test tickets) must be destroyed locally by the end of the testing window**
- ⓘ **All digital copies of files must be deleted/removed by the end of the testing window**

# 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**

# Student Information

- Students identified in ADVISER as taking the alternate assessment are pre-assigned to online test sessions
- Students who weren't pre-identified must be added to the DRC INSIGHT Portal Student Management application and test sessions
- Student Details are precoded for pre-identified students but must be entered for new students
- Accommodations and Testing Codes must be entered into the DRC INSIGHT Portal Student Management application, when applicable

**Enter or edit student information in the DRC INSIGHT Portal by the last day of the NSCAS Alternate Testing Window—May 12.**

# DRC INSIGHT Portal → Student Management → Student Detail

- **To enter/edit Student Detail...**

1. Expand the “My Applications” dropdown at the top of the screen
2. Select the “Student Management” application under “PARTICIPANT PREPARATION”
3. Select the “Manage Students” tab
4. Use the filters on the Manage Students tab to find the student or students whose information you want to enter/edit and select the “Find Students” button

# DRC INSIGHT Portal → Student Management → Student Detail

## ■ View/Edit Student Detail for Individual Students

1. In the Manage Students search results, select the “View/Edit” button in the “Action” column
2. When the “Edit Student” window opens, select the “Student Detail” tab
3. Edit student’s name and Date of Birth in the fields provided or use dropdowns to edit other details
4. Select the “Save” button to return to your original search results

**Update information in ADVISER. NDE will verify student information before reporting.**

# Accommodations

- Accommodations for students with IEP or 504 Plans and English Language Learners must be reported in the DRC INSIGHT Portal Student Management application
- Refer to the *NSCAS Accessibility Manual* on the NDE website for information on how to select, administer, and evaluate use of accessibility supports for instruction and assessment

<https://www.education.ne.gov/assessment/nscas-system/#nscas-accessibility>

# Accommodated Testing Materials

- **No accommodated versions of the NSCAS Alternate assessment are provided**
- **Districts may provide tests in large print or another format that supports the student's primary mode of communication**
- **Districts must securely destroy any tests provided in these formats**
- **NDE does not provide manipulatives/objects for the NSCAS Alternate tests, but they are allowed if their use is a normal part of a student's instruction and in the student's IEP**



# IEP Accommodations to be Reported

- Report the following accommodations in the DRC INSIGHT Portal Student Management application, when applicable
  - **Paper/Pencil**—paper/pencil test instead of online format
  - **Mathematical Supports**—abacus, calculation device, number line, addition/multiplication charts, etc.
  - **Assistive Technology**—alternate response options, word processor or similar keyboarding device used to respond to items
  - **Specialized presentation of test**—colored paper, tactile graphics, color overlay, magnification device, background color, etc.

# DRC INSIGHT Portal → Student Management → Accommodations

- **To enter/edit a student's accommodations...**
  1. Expand the “My Applications” dropdown at the top of the screen
  2. Select the “Student Management” application under “PARTICIPANT PREPARATION”
  3. Select the “Manage Students” tab
  4. Use the filters on the Manage Students tab to find the student or students whose accommodations you want to enter/edit and select the “Find Students” button
- **There are two options for updating accommodations**

# DRC INSIGHT Portal → Student Management → Accommodations

## ■ OPTION 1: Enter/Edit for Individual Students

1. In the Manage Students search results, select the “View/Edit” button in the “Action” column
2. When the “Edit Student” window opens, select the “Accommodations” tab
3. Select the checkbox next to each applicable accommodation; Note that you must report the accommodation for each subject tested, as accommodations may vary by subject
4. Select the “Save” button to return to your original search results

**Enter or edit accommodations by the last day of the NSCAS Alternate Testing Window—May 12.**

## DRC INSIGHT Portal → Student Management → Accommodations

- **OPTION 2: Assign the Same Accommodation(s) to Multiple Students**
  1. In your search results, check the boxes to the left of the students' names for all the students whose accommodations you want to update
  2. Select the "Update Accommodations" button
  3. Select the checkbox next to each applicable accommodation shown in the "Update Accommodations for Multiple Students" window
  4. Select the "Save" button to return to your original search results

**Enter or edit accommodations by the last day of the NSCAS Alternate Testing Window—May 12.**

# Testing Codes

- Testing codes indicate reasons students weren't tested or specific conditions that apply to some students who were tested
- Testing codes affect how student results are reported in the statewide accountability system
- Testing codes are not pre-coded

**Every student in the DRC INSIGHT Portal Student Management application must have a completed test result or a testing code indicated by May 12.**

# Testing Codes

- **Reasons a student was not tested**
  - **Emergency Medical Waiver (EMW)**—Waivers granted through the NDE Statewide Assessment office. Scores waived.
  - **Parent Refusal (PAR)**—Student's parent or guardian expressly indicates student should not be tested. Student receives a zero score.
  - **Student Refusal (STR)**—Student not tested due to student's refusal to take the test. Student receives a zero score.

# Testing Codes

- **Reasons a student was not tested continued**
  - **Unable to Test (UTT)**—District was unable to test the student during the testing windows due to excessive absences or suspensions/expulsion. Student receives a zero score.
  - **Exempt (EXP)**—Student exempt from testing due to certain circumstances, such as a student requiring an unavailable accommodation; student attending an out-of-state facility; or testing irregularities. NDE Statewide Assessment verification required.
  - **Full-Time Equivalency (FTE)**—Full-Time Equivalency is less than 51% so the student is excluded from testing.

# Testing Codes

- **Reasons a student was not tested continued**
  - **Invalid (INV)**—Student's assessment was invalidated, such as security breach. NDE Statewide Assessment verification required.
  - **Not Currently Enrolled (NCE)**—Students not enrolled during the test window.
  - **Other (OTH)**—Student was not tested for reasons not covered by other descriptions. For example, occurrence of a natural disaster. NDE Statewide Assessment verification required.
  - **Remove (RMV)**—Student left the district before the test window; student is a full-time home-schooled student; or there are duplicate student records. NDE Statewide Assessment verification required.



# Testing Codes

## ■ Conditional codes

- **Student Not Responsive (NOR)**—Student is unable to interact and respond to any item on the test. Credit given for participation. Must be indicated for each subject separately. Scores included in the state accountability system.\*\*\*
- **General (GEN)**—Student was originally coded as an Alternate student, but district administered the General Assessment or the ACT.

**\*\*\* Tests may be ended on the last item administered.**

***Test Administrators/Proctors are not required to navigate through every item on the test if a student is administered the test but does not, or ceases to, respond to items.***

# DRC INSIGHT Portal → Student Management → Testing Codes

- **To enter/edit a student's testing code(s)...**
  1. Expand the “My Applications” dropdown at the top of the screen
  2. Select the “Student Management” application under “PARTICIPANT PREPARATION”
  3. Select the “Manage Students” tab
  4. Use the filters on the Manage Students tab to find the student or students whose testing codes you want to enter/edit and select the “Find Students” button

# DRC INSIGHT Portal → Student Management → Testing Codes

## ■ Enter/Edit for Individual Students

1. In the Manage Students search results, select the “View/Edit” button in the “Action” column
2. When the “Edit Student” window opens, select the “Testing Codes” tab
3. Choose all applicable testing codes using the check boxes and dropdowns that appear
4. Select the “Save” button to return to your original search results

**Students must be assigned to test sessions in order for testing codes to appear.**

# DRC INSIGHT Portal

## Student Management DEMO

DRC INSIGHT NEBRASKA ▾ STUDENT MANAGEMENT ▾

Student Management
Manage Students
Student Lookup
Student Status Dashboard

### Manage Students

Manage Students
Upload Multiple Students

+ Instructions

\* Indicates required fields

Administration  
 \*

District

School

Last Name

First Name

Person ID

Grade

Demographic

Online Test Status

Accommodation Content Area

Accommodation Type

Accommodation

Content Area

Session

Session Assignment

Find Students
Clear

Students						
	Last Name	First Name	Person ID	Date Of Birth	Grade	Action
<input type="checkbox"/>	ANDERSON	MELINDA	1234567899	12/13/2011	03	
<input type="checkbox"/>	CARLSON	ROSS	1234567891	2/21/2007	08	
<input type="checkbox"/>	MALLEY	LUCY	1234567893	6/25/2008	05	

# Test Materials for Proctoring NSCAS Alternate

- *NSCAS Alternate Administration Manual(s)*
- Online Test Ticket(s) printed from the DRC INSIGHT Portal Test Management application
- *Student Test Booklet(s)* 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.**

## DRC INSIGHT Portal → General Information → Documents

- **To print *Administration Manuals* and *Student Test Booklets*...**
  1. Expand the “My Applications” dropdown at the top of the screen
  2. Select the “General Information” application
  3. Select the “Documents” tab
  4. Leave “Document Type” filter set to “(All)” and select the “Show Documents” button
  5. Use the “Open PDF” or “Save PDF” button in the “Action” column next to the document you want to print, then print the documents needed for test administration

# 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**

**Do not send any materials to DRC.  
Districts are responsible for secure destruction of  
printed NSCAS Alternate materials.**

# DRC INSIGHT Portal Test Management Application

- The DRC INSIGHT Portal Test Management application is the point of access for these online test administration activities
  - Printing Online Test Tickets
  - Adding New Students to Test Sessions
  - Monitoring Testing Status

**\*\* NOTE - The DRC INSIGHT Test Engine is where student's login using the Test Tickets.**



# DRC INSIGHT Portal → Test Management → Manage Test Sessions

- **To print Online Test Tickets for a Test Session**
  1. Expand the “My Applications” dropdown at the top of the screen
  2. Select the “Test Management” application under “TEST PREPARATION”
  3. Select the “Manage Test Sessions” tab
  4. Select the District and School for which you want to print tickets and select the “Show Sessions” button
  5. Use the “Print All Tickets” button in the “Action” column to print the Student Test Roster and Tickets for all students assigned to that test session

**It is best practice to add new students to test sessions before printing Online Test Tickets.**

# DRC INSIGHT Portal → Test Management → Adding New Students

- **To add new students to an existing Test Session**
  1. Expand the “My Applications” dropdown at the top of the screen
  2. Select the “Test Management” application under “TEST PREPARATION”
  3. Select the “Manage Test Sessions” tab
  4. Select the District and School for which you want to add a student and select the “Show Sessions” button
  5. Select the “View/Edit” button in the “Action” column to open the “Edit Test Session” window
  6. Select the “New Student” button
  7. Complete the required “Student Detail” information and, if applicable, “Accommodations” then select the “Save” button to add the student directly to the test session

- **To add new students when a Test Session has not been created for a student's grade**
  1. Expand the “My Applications” dropdown at the top of the screen
  2. Select the “Student Management” application under “PARTICIPANT PREPARATION”
  3. Select the “Manage Students” tab
  4. Select the “Upload Multiple Students” tab
  5. Select the District (required) and School (optional) for which you want to add students
  6. Produce a file containing required student information according to the File Layout and Sample File
  7. Select “Browse...” to find the file, then select the “Upload” button to load the file

# DRC INSIGHT Portal → Test Management → Adding New Students

- The system will verify student information meets requirements outlined in the File Layout; check back after a few minutes to see if the file was accepted or generated an error report
- If an error report was generated, correct the errors shown in the report and repeat the upload process until the file is free of errors
- Students added using this process will be added directly to new test sessions for the form assigned to the district; Student Detail, Accommodations, and Testing Codes can then be edited

**This is the recommended process for adding students when a new test session is needed. Districts can also add students and test sessions manually following the process detailed in the DRC INSIGHT Portal User Guide.**

# DRC INSIGHT Portal → Test Management → Testing Status

- **To monitor testing status**

1. Expand the “My Applications” dropdown at the top of the screen
2. Select the “Test Management” application under “TEST PREPARATION”
3. Select the “Manage Test Sessions” tab
4. Select the District and School for which you want to check status and select the “Show Sessions” button
5. Use the “Edit/Print Ticket Status” button in the “Action” column to view the “Testing Status” window

# DRC INSIGHT Portal → Test Management → Testing Status

- **Students' tests will be assigned one of three statuses**
  - **Not Started**—the online Test Ticket has not been used
  - **In Progress**—the online Test Ticket was used to log into the test, but the test has not been ended; only the Started date/time is populated
  - **Completed**—the test has been ended; Started and Completed date/times are both populated
  - NSCAS Alternate Test Tickets do not “lock” after periods of inactivity or overnight to facilitate flexible scheduling

**Tests in a Completed status are locked. Contact DRC Nebraska Customer Service at (866)342-6280 if there is a need to unlock a completed test.**

# 2023 NSCAS Alternate Reports

- **DURING TESTING WINDOW**—View Online Results provides preliminary raw scores for operational items for tests in Completed status
- **August (TBD)**—Districts provided access to preliminary reports and data file in the DRC INSIGHT Portal Report Delivery application
- **August (TBD)**—Districts provided access to final reports and data file in the DRC INSIGHT Portal Report Delivery application

**Results are not released to the districts until public release of reports. NDE will provide information on the public release of 2023 NSCAS results as it becomes available.**

# Questions & Answers

## NSCAS Alternate Customer Service

Call Toll Free - (866) 342-6280

[necustomerservice@datarecognitioncorp.com](mailto:necustomerservice@datarecognitioncorp.com)

8:00 A.M. – 5:00 P.M. CST

7:00 A.M. – 5:00 P.M. CST (April 3 – May 12, 2023)

