2024 NSCAS Alternate
Test Administration Training

NSCAS NEBRASKA STUDENT-CENTERED ASSESSMENT SYSTEM

DATA RECOGNITION
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Topics

- Key Dates

- Enhanced Student Experience (ESE)

- DRC INSIGHT Portal

- Support Resources

- DRC INSIGHT Portal Demonstration

- Questions and Answers

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2024 NSCAS Alternate Key Dates

Student PreID information provided to DRC	**January 19**
Test Administration Training	**February 27 and February 28**
Student and Test Management open in the DRC INSIGHT Portal	**February 26 – May 14**
Student Test Booklets and Test Administration Manuals available for printing in the DRC INSIGHT Portal	**March 15**
NSCAS Alternate Testing Window (Last day to enter student responses in the DRC INSIGHT Portal)	**April 1 – May 10**
Last day to enter student Accommodations and Testing Codes in the DRC INSIGHT Portal	**May 14**

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Enhanced Student Experience (ESE)

NEW!

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

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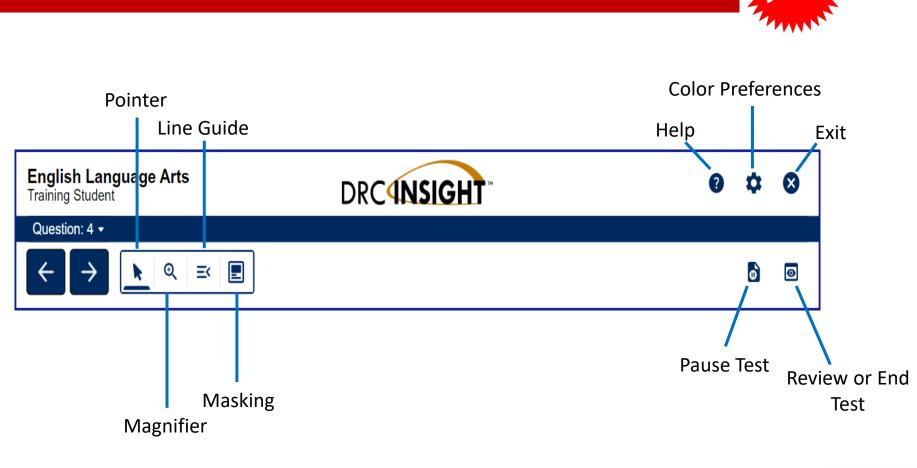# Enhanced Student Experience (ESE)

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.
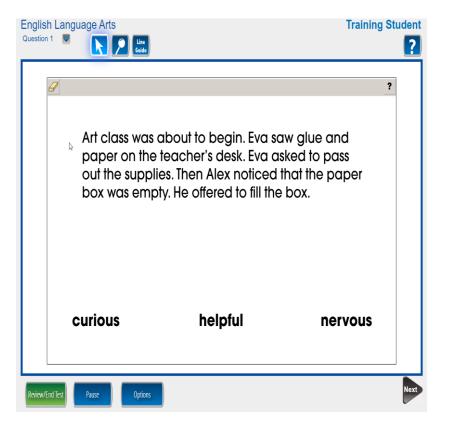
Enhanced Student Experience (ESE)

NEW!

Pointer

Line Guide

Color Preferences

Help

Exit

English Language Arts
Training Student

DRC INSIGHT™

Question: 4 ▾

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)

NEW!

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

- Updated OTT

- Updated tutorials

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 <u>either</u> the NSCAS General <u>or</u> NSCAS Alternate tests for their eligible grades. Students may not take the NSCAS Alternate for some subjects and the NSCAS General for other subjects.

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Online Administration

- Alternate Assessment is available for online administration via the DRC INSIGHT test engine
  - **NOTE – Please see the NSCAS Alternate Administration Manual or Proctor Training 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

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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).

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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 an external program plans to test the student, Paper/pencil materials will be provided to them from the districts.*

- *If staff at an external program needs access to the DRC INSIGHT INSIGHT Portal 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 Programs 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.

If a student at an External Program is to test online. Please send the Student's State ID number, resident school, and the external program to Maggie Sis by March 15, 2024.

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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.

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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
- 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

NOTE: Enter or edit student information in the DRC INSIGHT Portal by May 14, 2024.

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

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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

Make sure to update information in ADVISER. NDE will verify student information before reporting.

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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.

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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**

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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 10.

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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 10.

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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 14.

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Testing Codes

- **Reasons a student was not tested**
  - **Emergency Medical Waiver (EMW)**—Student was not tested because of a medical emergency. **NDE approved waiver required**.
  - **Parent Refusal (PAR)**—Student was not tested because of a formal request from the parent/guardian. District should have written documentation on file from the parent at the district.
  - **Student Refusal (STR)**—Student was not tested due to student refusal to start or participate in testing.
  - **Left Before Window (LBW)**—Student withdrew from district/school BEFORE the test window(s) began.

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.
  - **Exempt (EXP)**—Student exempt from testing due to certain circumstances, such as a student requiring an unprovided accommodation; student attending an out-of-state facility. **NDE approval required**.
  - **Full-Time Equivalency (FTE)**—Full-Time is less than 51% so the student is excluded from testing.

Testing Codes

- **Reasons a student was not tested continued**
  - <u>**Invalid (INV)**</u>—Student's assessment was invalidated, such as testing irregularity or security breach. **NDE approval required**.
  - <u>**Not Currently Enrolled (NCE)**</u>—Student started/withdrew enrollment in the district/school during the testing window(s).
  - <u>**Other (OTH)**</u>—Student was not tested for reasons not covered by other descriptions. For example, occurrence of a natural disaster. **NDE approval 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._**

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- **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

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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 in a Test Session in order to apply the Testing Codes.

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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.

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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

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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

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

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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.

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- **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.

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DRC INSIGHT Portal→ Test Management→ Adding New Students

- **To add new students to an <u>existing</u> 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

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- **To add new students <u>when a Test Session has not been created for a student's grade</u>**
  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

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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

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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.

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2024 NSCAS Alternate Reports

- **DURING TESTING WINDOW**—View Online Results provides <u>preliminary</u> raw scores for operational items for tests in Completed status
- **August (TBD)**—Districts provided access to <u>preliminary</u> reports and data file in the DRC INSIGHT Portal Report Delivery application
- **August (TBD)**—Districts provided access to <u>final</u> 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 2024 NSCAS results as it becomes available.

DRC INSIGHT Portal Student Management DEMO

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 (April 3 – May 12, 2024)

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