

2025 NSCAS Alternate Test Administration Training



Topics

- Key Dates
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- Support Resources
- DRC INSIGHT Portal Demonstration
- Questions and Answers

2025 NSCAS Alternate Key Dates

Student PreID information provided to DRC	January 17, 2025
Test Administration Training	February 18 and February 20, 2025
Student and Test Management open in the DRC INSIGHT Portal	February 17 – May 7, 2025
Student Test Booklets and Test Administration Manuals available for printing in the DRC INSIGHT Portal	March 10, 2025
NSCAS Alternate Testing Window (Last day to enter student responses in the DRC INSIGHT Portal)	March 24 – May 2, 2025
Last day to enter student Accommodations and Testing Codes in the DRC INSIGHT Portal	May 7, 2025

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 NSCAS Alternate Administration Manual (Located in the Teacher Forms A and B have been specifically assigned to districts) 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

Online Administration

- On-demand *Student Test Booklets and Teacher Test Booklets* available for printing (Permissions were granted to the DAC and SAC)
- 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 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 Portal please contact DRC Customer Service or Maggie Sis at NDE.*

External Programs (continued)

- DACs 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 10, 2025.

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 (Located in the Teacher Test Booklets. Forms A and B have been specifically assigned to districts) 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., Teacher Test Booklets/Manual, Student Test Booklets, and online test tickets) must be destroyed locally once the Test Administrator has confirmed the student's answer have been successfully added to the DRC INSIGHT Test Engine



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 (Located in the Teacher Test Booklets. Forms A and B have been specifically assigned to districts) 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 via the Multiple Students Upload (MSU) functionality
- 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 and Testing Codes in the DRC INSIGHT Portal by May 7, 2025.

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. Editable field include, Gender and Race/Ethnicity, use dropdowns to edit the details when applicable

NOTE: Users cannot edit fields in Student Detail that have an asterisk. If the Student Detail is incorrect, users are required to upload a new MSU

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.

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 (Braille and Large Print) 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 7.

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 7.

Testing Codes

- Testing codes indicate reasons students were not 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 and must be completed individually

Every student in the DRC INSIGHT Portal Student Management application must have a completed test result or a testing code indicated by May 7.

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

- **Invalid (INV)**—Student's assessment was invalidated, such as testing irregularity or security breach. **NDE approval required.**
- **Not Currently Enrolled (NCE)**—Student started/withdrew enrollment in the district/school during the testing window(s).
- **Other (OTH)**—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.

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

Test Materials for Proctoring NSCAS Alternate

- *NSCAS Alternate Teacher Test Booklets/Administration Manual*
- Online Test Ticket(s) printed from the DRC INSIGHT Portal Test Management application
- *Student Test Booklet(s)* for students requiring paper/pencil administration

Teacher Test Booklet/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 TEACHER TEST BOOKLET/MANUAL AND STUDENT TEST BOOKLET MATCHES THE FORM INDICATED ON THE ONLINE TEST TICKET.

DRC INSIGHT Portal → General Information → Documents

- **To print Teacher Test Booklets/*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

Permission to access these documents has been assigned to the District (DAC) and School Assessment Coordinators (SAC).

Test Materials for Proctoring NSCAS Alternate

- All *NSCAS Alternate Teacher Test Booklets/Administration Manuals* and *Student Test Booklets* contain secure test content and must not be downloaded electronically and stored locally
- Printed *NSCAS Alternate Teacher Test Booklets/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

■ Adding students to Test Session

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 uploaded via the MSU are added directly to new test sessions for the form assigned to the district; Student Detail, Accommodations, and Testing Codes must then be updated if needed

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.

2025 NSCAS Alternate Reports

- **July 7, 2025**—Districts provided access to preliminary reports and data file in the DRC INSIGHT Portal Report Delivery application
 - **August 4, 2025**—Districts provided access to final reports and data file in the DRC INSIGHT Portal Report Delivery application
- *NOTE** – Dates are subject to change

Results are not released to the districts until public release of reports. NDE will provide information on the public release of 2025 NSCAS results as it becomes available.

DRC INSIGHT Portal Student Management DEMO

 NEBRASKA ▾ STUDENT MANAGEMENT ▾

Student ManagementManage StudentsStudent LookupStudent Status Dashboard

Manage Students

Manage StudentsUpload Multiple Students

Instructions

* Indicates required fields

Administration

2022-2023 NSCAS Alternate ▾ *

District

SAMPLE DISTRICT ONE - 99 ▾

School

SAMPLE SCHOOL OTT - 999 ▾

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

<input type="checkbox"/>	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	

DATA RECOGNITION
DRC
CORPORATION

Q & A

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 (March 24 – May 7, 2025)

