

NSCAS Alternate Training for Proctors



NSCAS NEBRASKA STUDENT-CENTERED
ASSESSMENT SYSTEM



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* (Forms A and B) are available for printing for students that require paper testing.

Teacher Test Booklets/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.

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 Teacher Test Booklets/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, download, reproduce, or use any test content.

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 Teacher Test Booklets/Administration Manual* for complete Test Security procedures.

Test Materials for Proctoring NSCAS Alternate

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

Teacher Test Booklets/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.

Test Materials for Proctoring NSCAS Alternate

- All *NSCAS Alternate Teacher Test Booklets/Administration Manuals* and *Student Test Booklets* contain secure test content and must 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.

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

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 Teacher Test Booklet/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.



The screenshot shows the NSCAS (Nebraska Student-Centered Assessment System) login page. At the top left is the NSCAS logo, and at the top right is the Nebraska Department of Education logo. The main content area is dark blue and contains three links: 'ALTERNATE ASSESSMENT' (highlighted with a red box), 'Online Tools Training', and 'Test Sign In'. At the bottom of the page, there is a copyright notice: 'Copyright © 2018 Data Recognition Corporation.'

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.

NSCAS NEBRASKA STUDENT-CENTERED ASSESSMENT SYSTEM

NEBRASKA DEPARTMENT OF EDUCATION

Sign in to DRC INSIGHT with the Username and Password provided to you.

Username:

Password:

Display Item Ids

Sign In

Back

v2018.01 rev:97576aa

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2024–2025 NSCAS Alternate
Test Ticket
Grade 3 Form A

School: EAST ELEMENTARY SCHOOL
Student Name: DOE, JOHN
NSSRSID: 123456789
Username: 123456789
Password: Spring2025

Signing In

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

Before you begin testing, please review the following information.

Participant Name:	Training Student
Test Name:	English Language Arts
Test Session:	OTT Session
School Name:	SAMPLE SCHOOL OTT
NSSRS ID:	9876543210
Accommodation(s):	

If any of your information is not correct, please notify your Test Administrator.

If your information is correct, select **Continue** to proceed.

[Continue](#)

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](#)

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.

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

Administering the Test

- Proctors follow the familiar **Prepare—SAY—ASK** process in the *Teacher Test Booklets/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.

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.

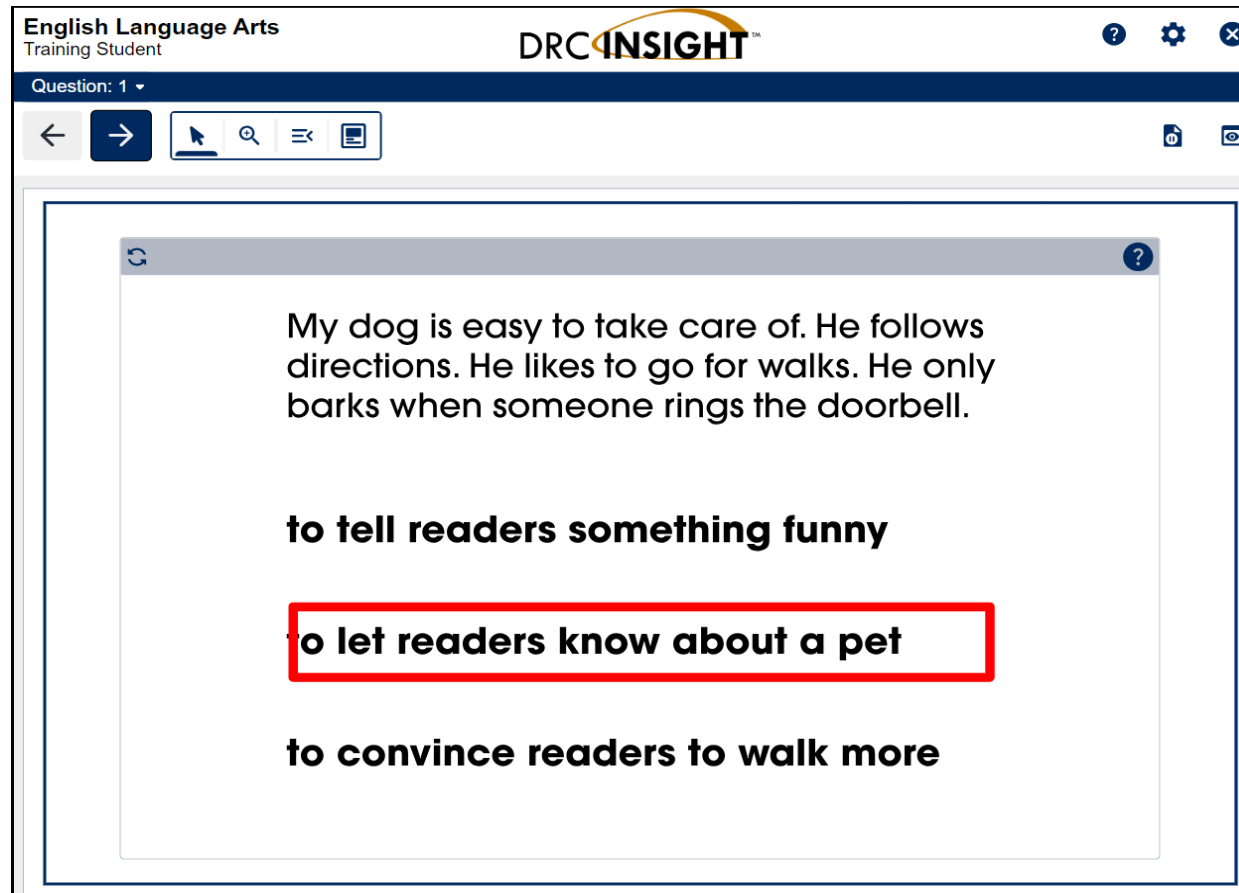
Administering the Test

- Sample Proctor instructions

Administrator's Test Booklet	Indicator LA_E.3.RP.6 Literal Questions DOK Level 1, Stage 3
Prepare	<ul style="list-style-type: none">• <i>Place student test page in front of the student.</i>• <i>Call student's attention to the page.</i>
SAY	Follow along as I read this story. <i>Indicate.</i> 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? <i>Indicate and read answers.</i> A. marker B. paper C. scissors

Administering the Test

- Question that corresponds to sample Proctor instructions--
ONLINE



The screenshot displays the DRC INSIGHT online test interface. At the top, it shows 'English Language Arts Training Student' and the 'DRC INSIGHT' logo. Below the header, there is a navigation bar with a 'Question: 1' dropdown and various icons for navigation and search. The main content area contains a reading passage: 'My dog is easy to take care of. He follows directions. He likes to go for walks. He only barks when someone rings the doorbell.' Below the passage are three multiple-choice options: 'to tell readers something funny', 'to let readers know about a pet', and 'to convince readers to walk more'. The option 'to let readers know about a pet' is highlighted with a red rectangular border.

Administering the Test


- Question that corresponds to sample Proctor instructions--
PAPER

NSCAS ALTERNATE
Indicator # LA_E.3.RP.6


STUDENT TEST BOOK
ELA Grade 3

Question 1


Layla draws a picture with a marker. She uses scissors to cut out the picture. Layla puts the picture on the wall.



marker



paper



scissors

Administering the Test

- Online Navigation

The screenshot displays the DRC INSIGHT online test interface. At the top, it shows 'English Language Arts Training Student' and the 'DRC INSIGHT' logo. A navigation bar includes a 'Question: 1' dropdown, a back arrow, a forward arrow (highlighted with a red arrow), a search icon, a list icon, and a document icon. Below the navigation bar, a reading passage is shown within a window. The passage text is: '...easy to take care of. He follows ... He likes to go for walks. He only ... n someone rings the doorbell.' Below the passage, three multiple-choice options are listed: 'to tell readers something funny', 'to let readers know about a pet' (highlighted with a red box), and 'to convince readers to walk more'. A small inset window shows a question navigation bar with buttons numbered 1 through 8, with button 3 highlighted.

Administering the Test

- Pausing 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.

14:46

Resume Exit


Administering 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**.

Administering the Test

- Inactivity

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

 **Session Inactive.**

Message to Test Administrator:

Your session has been ended due to inactivity. Any test responses you submitted will be stored.
Click OK to return to the log-in page.

DRC Customer Support:
866-342-6280
necustomerservice@datarecognitioncorp.com

Administering the Test

- Review or End Test



English Language Arts
Training Student

DRC INSIGHT™



Review Test

You have **2** unanswered questions.
Please be sure you have answered all of the questions.
Click on the question line to move to that question.

Table Filter
flagged, unanswered... ▾

Question	Unanswered	Flagged	Passage
Question #6	!		
Question #8	!		

Once you have finished taking the test, click the **End Test** button to end your test.
To continue testing, click the **Return to Questions** button.

[Return to Questions](#) [End Test](#)

Administering the Test

- Submit Test

STOP Are you done with your test?

You have answered all questions.

To check or change your answers, select **Return to Review**.

[Return to Review](#)

To turn in your test, select **Submit**.

[Submit](#)

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.

Optional Tools

- Magnifier



English Language Arts
Training Student



Question: 2 ▾



x 1.5

x 2.0

x 3.0

x 4.0

The dog runs through the gate and

Optional Tools

- Line Guide

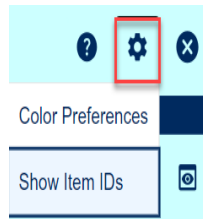
The screenshot displays the DRC INSIGHT™ English Language Arts Training Student interface. The top navigation bar includes the text "English Language Arts Training Student" and the "DRC INSIGHT™" logo. A "Question: 3" dropdown is visible. Below the navigation bar is a toolbar with icons for navigation and search. The main content area features a text box with the following passage:

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.

Below the text box, three word options are presented: **curious**, **helpful**, and **nervous**.

Optional Tools

- Options: Color Choices

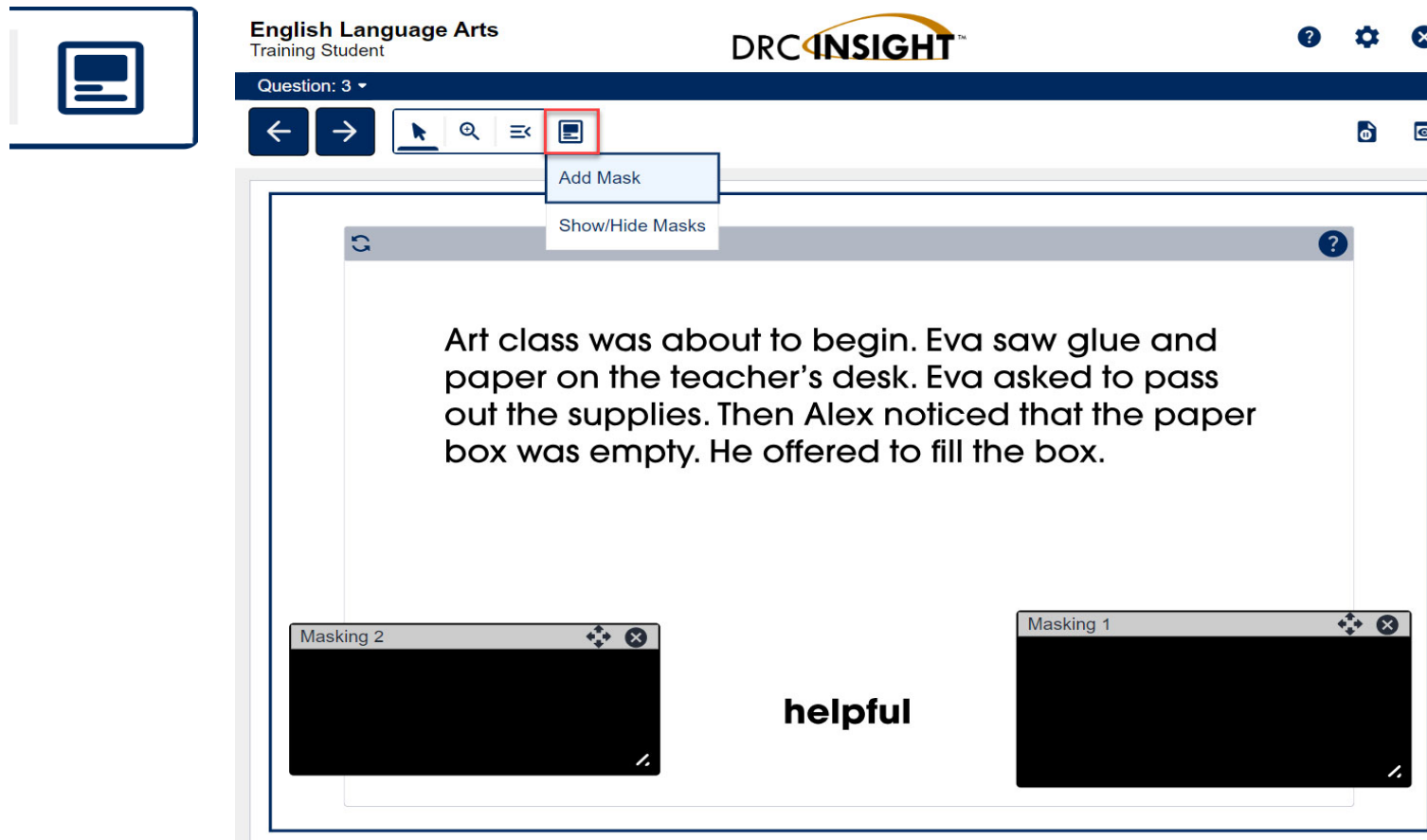


The screenshot shows the DRC INSIGHT interface for an English Language Arts training student. The main window displays a reading passage with the text: "Art class was about to begin. Eva saw glue and paper on the table. She had to pass out the supplies. The box was..." Below the passage are three words: "curious", "helpful", and "nervous". A "Color Preferences" dialog box is open over the text, offering various color schemes for better readability. The dialog box includes a title bar with a question mark and a close button, and a footer that says "Ctrl + arrow keys to move the window".

Color Preference
Black on White
Dark Gray on Light Gray
Black on Peach
Black on Cream
Black on Light Blue
Brown on Pink
Purple on Green
Brown on Orange

Optional Tools

- Options: Masking



The screenshot displays the DRC INSIGHT software interface for English Language Arts training. The top navigation bar includes the title "English Language Arts Training Student", the "DRC INSIGHT" logo, and utility icons for help, settings, and close. Below this, a "Question: 3" dropdown is visible. A toolbar contains navigation and editing icons, with the "Masking" icon (a document with a red box) highlighted by a red square. A context menu is open over this icon, showing "Add Mask" and "Show/Hide Masks" options. The main content area features a text passage: "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." Below the text, the word "helpful" is centered. Two black rectangular boxes, labeled "Masking 2" and "Masking 1", are positioned at the bottom of the text area, representing masked regions.

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.
- OTTs are accessible via DRC INSIGHT or publicly at <https://wbte.drccedirect.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.

DRC INSIGHT NEBRASKA

Welcome John Born Log Out

All Applications ▾

General Information Announcements Documents Downloads

Documents

Documents Upload Document

[Instructions](#)

Administration: 2017-2018 Alternate Assessment Document Type: (All)

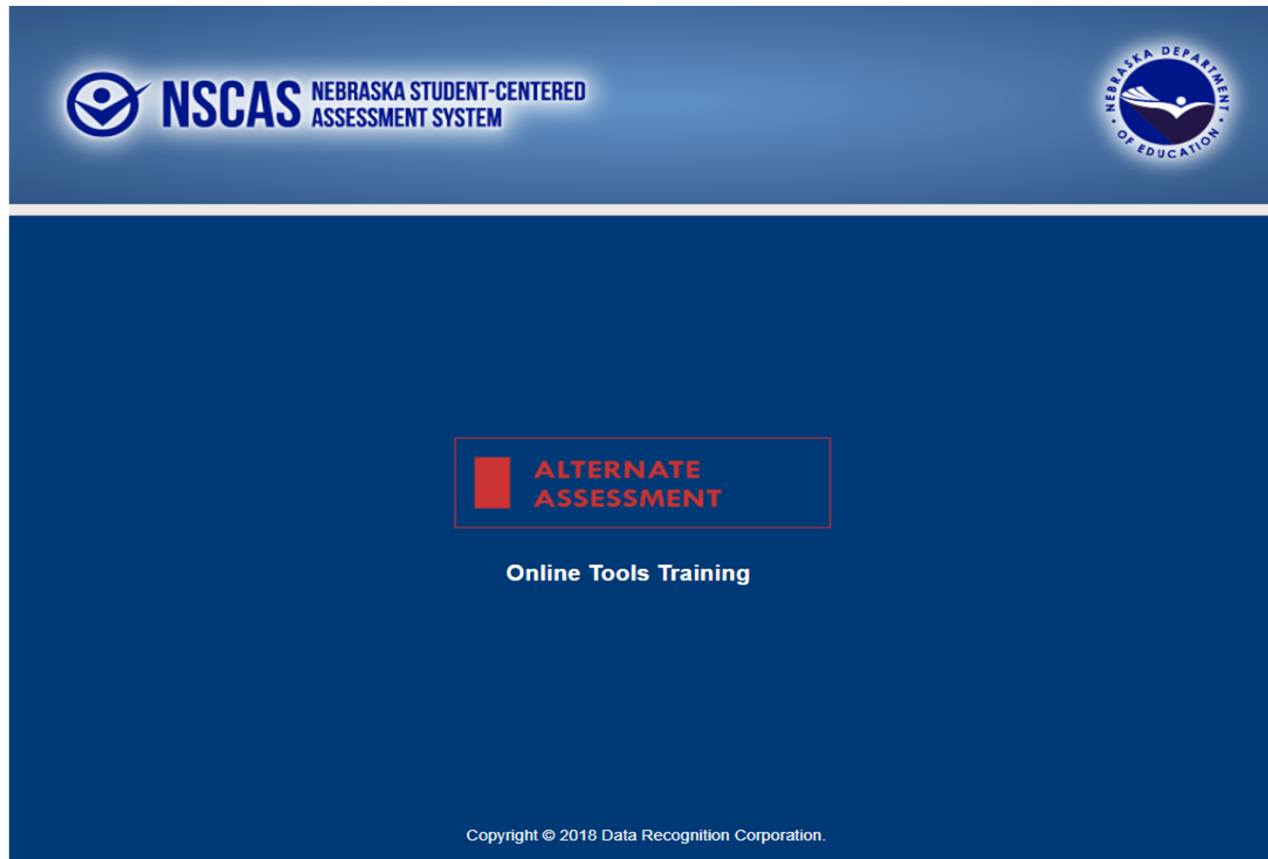
Show Documents

Drag a column header here to group by that column

Administration	Document Type	Title	Description	Date	Action
2017-2018 Alternate Assessment	Manuals	2018 NSCAS Alternate eDIRECT User Guide	This user guide is a reference for the DRC eDIRECT applications that will be used to access information and services related to the administration and reports for the 2018 NSCAS Alternate assessments.	11/10/2017	
2017-2018 Alternate Assessment	Manuals	2018 NSCAS Alternate Online Tools Training Administration Manual	This manual provides instructions for administering NSCAS Alternate Online Tools Training tests to students who will take the NSCAS Alternate assessment.	11/10/2017	
2017-2018	..	DRC INSIGHT	This user guide is a reference for DRC INSIGHT. This version consolidates the information contained in the five	11/10/2017	

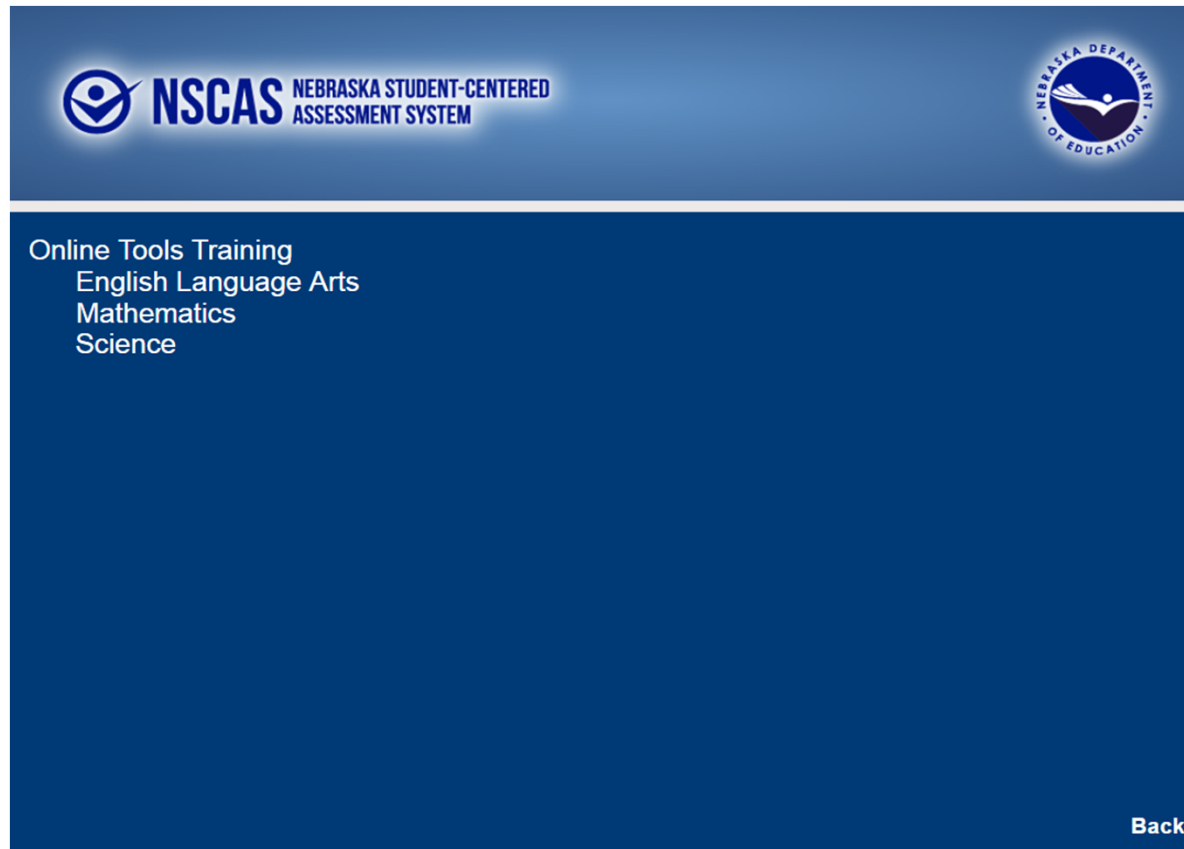
Online Tools Training (OTTs)

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



Online Tools Training (OTTs)

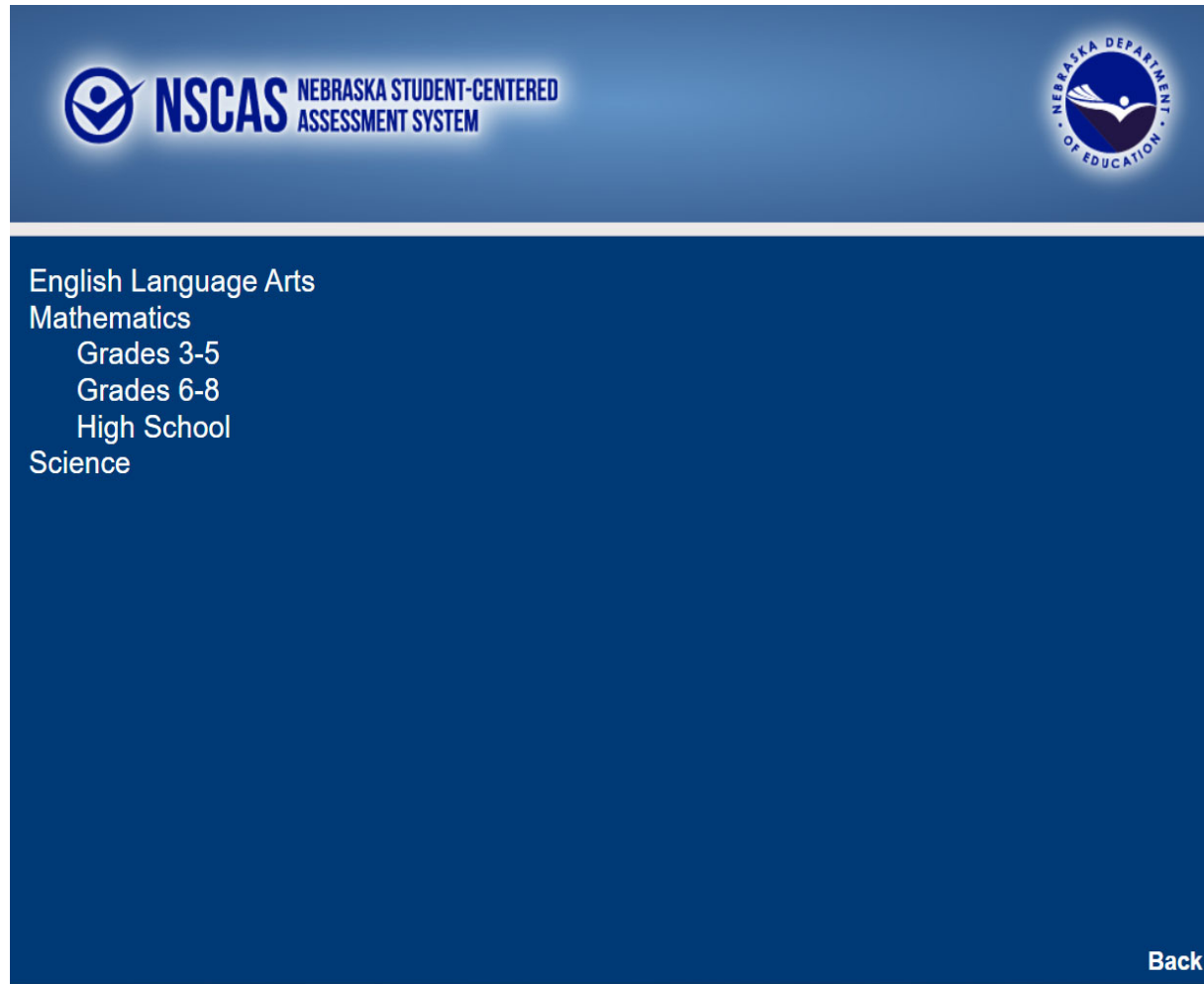
- Select **Online Tools Training** on the OTT Selection Page then select the subject to display the OTTs available for that subject.



The screenshot shows a web interface for the Nebraska Student-Centered Assessment System (NSCAS). At the top left is the NSCAS logo, which includes a stylized person icon and the text "NSCAS NEBRASKA STUDENT-CENTERED ASSESSMENT SYSTEM". At the top right is the Nebraska Department of Education logo, featuring a circular emblem with a book and the text "NEBRASKA DEPARTMENT OF EDUCATION". Below the logos, the page title "Online Tools Training" is displayed, followed by a list of subjects: "English Language Arts", "Mathematics", and "Science". In the bottom right corner of the page, there is a "Back" button.

Online Tools Training (OTTs)

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



The screenshot displays the NSCAS (Nebraska Student-Centered Assessment System) interface. At the top, there are two logos: the NSCAS logo on the left and the Nebraska Department of Education logo on the right. Below the logos, the main content area lists the following options:

- English Language Arts
- Mathematics
 - Grades 3-5
 - Grades 6-8
 - High School
- Science

In the bottom right corner of the interface, there is a "Back" button.

Questions & Answers

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

