TERRA**NOVA**³

Survey Form G Online

Test Administration Manual

TerraNova™ Third Edition

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PURPOSE OF THIS MANUAL

Purpose of This Manual

Data Recognition Corporation (DRC), the publisher of TerraNova™, has provided this *Test Administration Manual* to supply TerraNova Test Administrators with policies and procedures required for secure, standardized test administration.

To ensure the integrity of the test and to ensure that test results are valid, reliable, and equitable, it is important that security is maintained and that standardized testing procedures are followed.

Supplemental Materials

There are additional TerraNova test resources available. Resources and supplemental materials are available on the DRC INSIGHT Portal at https://www.drcedirect.com/all/eca-portal-ui/welcome/TR.

From within the DRC INSIGHT Portal, navigate to All Applications, then to General Information, and then to Documents to access the following supplemental manuals/ guides:

> ➢ DRC INSIGHT Assessing Online Testing Readiness
> ➢ DRC INSIGHT System Requirements
> ➢ DRC Site Readiness Overview
> ➢ DRC Site Technology Readiness Checklist
> ➢ DRC INSIGHT Portal User Guide for TerraNova
> ➢ Technology User Guide: Volumes I–IV
> ➢ TerraNova Test Administrator Directions for Remote Testing

Test Administration Manual and Test Directions

This *Test Administration Manual* provides Administrators with detailed procedures regarding the materials and administration of *TerraNova Survey Form G Online*.

Training Modules and On-Demand Tutorials

Administrators can access and review online manuals and training modules on specific topics related to TerraNova. These materials include the following:

➢ Training Modules for Educators:

- View and Download Documents
- Administrative Roles in the DRC INSIGHT Portal
- Manage Test Sessions
- Add Teachers
- Add Students
- Access Student Training
- Print Test Tickets
- TerraNova Online Assessment Student Tutorials

Links to the modules and more can be found on the DRC INSIGHT Portal.

INSIGHT Materials

For computer-based testing, the training sessions noted above, along with information in this manual, are accompanied by the *DRC INSIGHT Portal User Guide for TerraNova*. This guide provides step-by-step instructions and other information regarding hardware and software requirements, which operating systems are supported, test navigation and tools, and troubleshooting.

Also included are detailed instructions for installation and deployment of the secure browser.

For Assistance

Additional information regarding TerraNova is available on the DRC INSIGHT Portal at https://www.drcedirect.com/all/eca-portal-ui/welcome/TR.

For additional assistance with TerraNova, contact DRC Customer Service at the following telephone number and email address:

TerraNova Help Desk

Toll-free telephone: (866) 282-2250 - Option 1
(8:00 a.m.–5:00 p.m. Central Standard Time, Monday–Friday.)
Email: TerraNovaHelpdesk@Datarecognitioncorp.com

CHAPTER 1:
GENERAL TERRANOVA TEST INFORMATION

Part 1: Overview of TerraNova

This guide contains specific information about how to administer *TerraNova Survey Form G Online*.

If you are a Test Director or a Test Administrator you will find something in this guide to help you do your job.

TerraNova Survey Form G levels consist of one type of question—selected-response items.

Sample items can be found in the Online Tools Training (OTT).

If DRC INSIGHT is installed, open the DRC INSIGHT Online Assessments software from your desktop (or other location, if another location was specified during installation).
If DRC INSIGHT is not installed, OTTs can be accessed using Google Chrome at
https://wbte.drcedirect.com/TR/portals/tr. Google Chrome is required to best emulate the functionality of the DRC INSIGHT secure browser.

DRC Functionality by System

System	CBT	Functionality
DRC INSIGHT Portal	✓	Add users to the Portal
	✓	Access supplemental training resources
	✓	Access the INSIGHT and Central Office Services downloads
	✓	Add students to the Portal
	✓	Create test sessions
	✓	Add students to test sessions
	✓	Add teacher and student group information (optional)
DRC INSIGHT	✓	Administer all computer-based tests to students

Principal Steps to Administer TerraNova

The end-to-end process that Test Administrators use to administer TerraNova is summarized in the following sections. For detailed instructions, such as setting up test sessions, refer to the *DRC INSIGHT Portal User Guide for TerraNova*.

Computer-Based Testing

NOTE: If you plan to test *TerraNova Survey Form G* remotely, please review the appendices at the end of this manual for additional instruction.

Before Testing

Step 1:   Review this *Test Administration Manual* and other training resources.

Step 2:   Schedule and train staff, prepare facilities, and make arrangements for special testing accommodations as needed.

Ensure a sufficient number of trained Administrators are scheduled for the testing session.

Step 3:   Configure Central Office Services and install the INSIGHT software on testing devices.

When Students Arrive for Testing

Step 4:   Verify student IDs and provide general information, such as the location of storage facilities for materials that are not authorized in the testing room and the location of restrooms and drinking water.

Step 5:   Verify that the student is set up in the DRC INSIGHT Portal. If the student is not in the DRC INSIGHT Portal, the student will need to be added.

Step 6:   Add the student to the appropriate test session. If a test session is not set up, one will need to be created.

Step 7:   Ensure students bring only authorized materials into the testing room. Unauthorized materials must be labeled and stored in a secure area outside the testing room or at the front of the room in view but well out of reach of students. Cell phones and other electronic devices must be turned off prior to storing.

Step 8:   Provide each student with an individual student test ticket. The test ticket is a secure material, as it provides a username and password for logging in to a TerraNova test.

During Testing

Step 9:   The Administrator is encouraged to silence or switch his or her cell phone to vibrate as well as those of all testing staff during testing, if allowed by local policy.

Step 10: Read the directions for the level being administered (Chapter 5 of this manual) to the students.

Step 11: Be sure students understand the directions and how to mark answers. Assist them with test-taking mechanics, but be careful not to inadvertently aid any student with any test question by giving a clue to an answer, a hint that helps eliminate an answer choice, a suggestion that the student check his or her work, etc.

Chapter 1: General TerraNova Test Information

After Testing

Step 12: Collect all student test tickets, which are considered secure materials.

Step 13: Have a district-level user invalidate tests where required. When a student's test is invalidated, the test will not be scored.

Step 14: Ensure scratch paper is destroyed securely via shredding or an equivalent method of disposal/destruction.

Computer-Based Accommodations

TerraNova has Text-to-Speech (TTS) audio functionality for the online test. All tests, with the exception of the Reading Tests, have TTS functionality. To use TTS, students must use computers that meet the system requirements for TTS that are outlined in the *DRC INSIGHT Technology User Guide*.

It should be noted that, in addition to TTS audio functionality, the computer-based test offers screen magnification as well as student options for choices of screen colors and reverse contrast.

Students needing large print for CBT can be seated at a testing station that has a large monitor, and INSIGHT will stretch/enlarge to the size of that monitor, and/or the student can use the Magnification tool within INSIGHT.

CHAPTER 2:
ONLINE SYSTEM BASICS

Part 2: Online System Basics

Online Tools Training (OTT) is available in INSIGHT and can also be found on the INSIGHT Portal. OTT allows the student to become familiar with the various technical functions of the computer-based test.

REMINDER: If you plan to test *TerraNova Survey Form G* remotely, please review the appendices at the end of this manual for additional instruction.

Administrator Preparation

Administrators can perform a simple test before students arrive to ensure that the testing software is properly installed and ready for testing. For more detailed instructions on this and other topics, refer to the *DRC INSIGHT Portal User Guide for TerraNova*.

Double-click the **DRC INSIGHT Online Assessments** icon on each computer desktop.

Select **Test Sign In** and the Login screen opens.

At this point, the desktop is locked down and cannot be used for other applications. Click **Back** to close the testing software until it is needed for testing.

If you do not see the Login screen, contact your System Administrator for technical support.

Student Instructions

Logging In

When the student is seated and ready to begin the computer-based test, the student must follow the instructions below to log in and take the test. Similar instructions are included in the oral exam directions as well as in the system itself.

Double-click the **DRC INSIGHT Online Assessments** icon on each computer desktop.
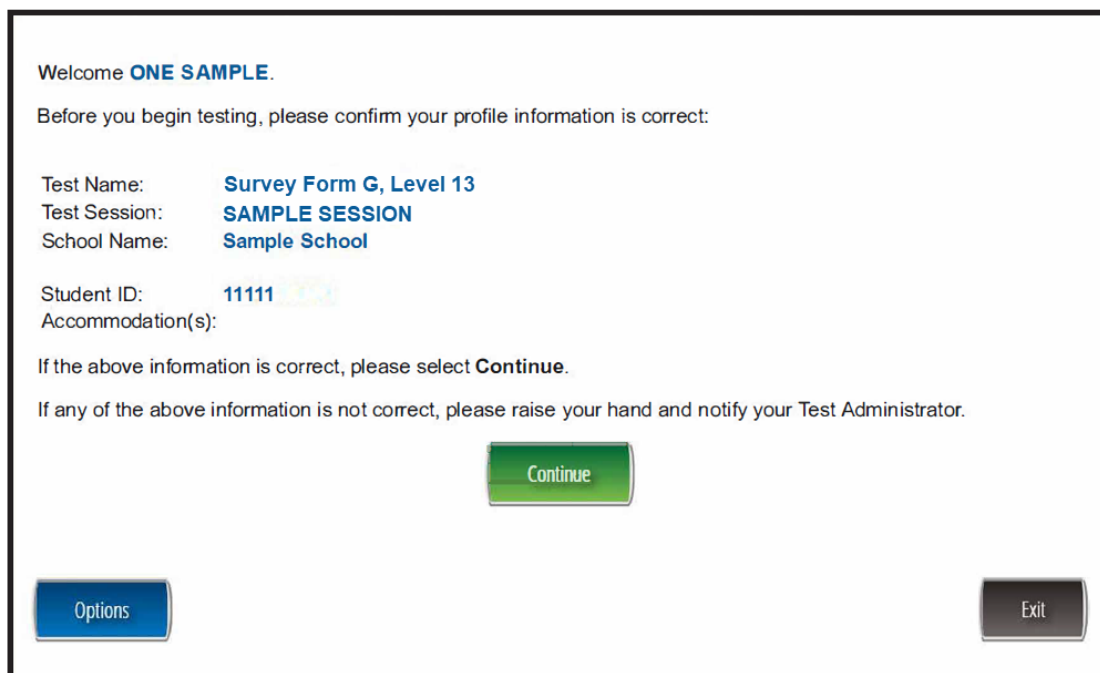

Select **Test Sign In** and the Login screen opens.

Enter the username and password as provided on the test ticket. The username and password are not case-sensitive (uppercase and lowercase are both acceptable).

Chapter 2: Online System Basics

After entering your username and password, click **Sign In**.

The Student Verification screen will appear. Verify that the name, test name, and listed accommodations are correct to verify the student has the correct test ticket.

Welcome **ONE SAMPLE**.

Before you begin testing, please confirm your profile information is correct:

Test Name: **Survey Form G, Level 13**
Test Session: **SAMPLE SESSION**
School Name: **Sample School**

Student ID: **11111**
Accommodation(s):

If the above information is correct, please select **Continue**.

If any of the above information is not correct, please raise your hand and notify your Test Administrator.

Continue

Options   Exit

If the information on the Student Verification screen does not match, the student should notify the Administrator. The wrong test ticket may have been used or data in the system may need to be corrected. The Administrator may instruct the student to exit the system while the situation is corrected. If the information on the Student Verification screen matches the information on the test ticket, the student should click **Continue**.

The student's name and link(s) to the available subtest(s) for each test ticket will appear on the next screen. Once instructed, students should click on the appropriate subtest link to continue to the General Test Directions screen.

General Test Directions Screen

The General Test Directions screen provides information on how to use the computer to take the test and includes brief descriptions of the tools available.

Navigating the Test

When students click **Begin the Test**, the countdown begins for timed tests and the test starts.

Students go through the test one item at a time, selecting the answer they believe is correct and then clicking **Next** to move to the next item or **Back** to go back. Students can also move to a specific question using the **Go to Question** button and selecting the question number. The **Pointer** tool is the default tool students use to select answers as well as to select other tools, buttons, and features within INSIGHT.

Students can also use tools such as **Cross-Off**, **Highlighter**, **Magnifier**, and **Line Guide** during testing.

Information about each tool is available by clicking the help button .

Cross-Off—The **Cross-Off** tool is used to narrow down the possible answer choices by marking and eliminating unwanted answer choices. The student clicks on the **Cross-Off** button, and the cursor becomes a pencil tip with a red "X." The student can then place a red "X" through each unwanted answer choice.

Highlighter—The **Highlighter** tool is used to highlight important information. The student clicks on the **Highlighter** button, and the cursor becomes a highlighter tip. By clicking and holding the mouse button while dragging it over text, the student can highlight information on the screen.

Magnifier—The **Magnifier** tool allows the student to enlarge the entire screen. The other tools can be used in conjunction with the **Magnifier**.

Line Guide—The **Line Guide** tool provides a horizontal line that brings focus to a single line of text. When the student clicks the **Line Guide** button, a single blue line with a blue "handle" appears. Using the mouse, the student can move the line via the handle up or down.

Any of the above tools can be closed by clicking on the button again or by clicking on the **Pointer** button.

As students progress, the **Flag** button can be clicked to mark an item to return to later if time permits. The **Options** button allows the student to select/reselect screen/background colors at any time during the test.

When the student reaches the end of the test, the student can click the **Review/End Test** button to review and complete his or her answers before clicking **End Test** to exit the test. Once **End Test** is clicked, the student cannot go back to that part of the test. For example, Reading is composed of Part 1 and Part 2. When an student has completed Reading—Part 1 and **End Test** is clicked, the student may not go back to Part 1 but Part 2 is still available.

Chapter 2: Online System Basics

Common Troubleshooting Steps for the Examiner

If an student experiences a technical issue while testing, use the common troubleshooting steps below:

1. Exit INSIGHT and relaunch the software.

2. Restart the computer and relaunch INSIGHT.

3. Move to a different computer.

4. Note the computer(s) experiencing the issue. Technical staff may need to access the specific computer(s) to investigate and resolve the issue.

CHAPTER 3: SCHEDULING TERRANOVA TEST SESSIONS

Part 3: Scheduling TerraNova Test Sessions

The Administrator and designated school staff are involved with the following:

- ➢ Scheduling test sessions
- ➢ Verifying student eligibility and properly conducting student check-in procedures
- ➢ Overseeing distribution and collection of materials

This section of the manual provides guidelines for the completion of these tasks.

Test Administration Times

The table on the following pages shows the maximum allowable testing times for each subtest. The schedule must be carefully planned to ensure that there is sufficient additional time allocated before and after testing to do the following:

- ➢ Allow students time to use the restroom in advance of the test.
- ➢ Inspect and store student materials.
- ➢ Read test instructions.
- ➢ Conclude the test.
- ➢ Collect and account for all test tickets & scratch paper.
- ➢ Dismiss students.

Aside from Reading and Mathematics (Part 1 and Part 2), which must be administered in sequence on the same day, the order in which the subtests are administered and the amount of time between their administrations will vary depending on the school's size, capacity, and scheduling requirements. However, a break of 10 or more minutes is recommended between subtests to allow time for administrative activities.

Use best practices when releasing students from a testing session. Make sure all testing materials have been collected.

Testing Times

TerraNova Survey Form G, Levels 13–18

ACTIVITY/TEST	TESTING TIME
☐ Reading, Part 1	25 minutes
Break	
☐ Reading, Part 2	25 minutes
☐ Language	30 minutes
☐ Mathematics, Part 1	10 minutes
Break	
☐ Mathematics, Part 2	30 minutes

In scheduling the tests, the following additional information should be taken into consideration:

➢ Testing for students requiring accommodations should be planned according to the accommodations that are specifically approved. Additional time, room(s), and/or staff is required.

➢ If an interruption in testing occurs and students must leave the room, unless the Administrator can prevent the students from discussing and/or accessing material that may help the students answer test questions during the interruption, then the testing session may need to be rescheduled.

CHAPTER 4:
DRC INSIGHT PORTAL ONLINE REGISTRATION

Part 4: Online Registration

The DRC INSIGHT Portal is a complete solution for test management. The system provides for the following:

- ➢ Complete student testing history for tests taken in INSIGHT
- ➢ Access to student test results and reports

Authorized school staff will receive access to the system via an email message that provides login information. The Test Coordinator can set up test sessions and register students.

Instructions for use of the system are located in this manual and in related training materials listed on pages 2 and 3. If needed, contact the TerraNova Help Desk at (866) 282-2250 *Option 1* or TerraNovaHelpdesk@Datarecognitioncorp.com. Hours of operation are 8:00 a.m.–5:00 p.m. Central Standard Time, Monday–Friday.

When logging in to the system for the first time, you will be prompted to accept the system's Security Agreement. It is a good idea to bookmark the URL for easy future access to the system.

Adding Students to the DRC INSIGHT Portal

Students must first be added to the DRC INSIGHT Portal before they can take TerraNova. Administrators can register students at their school by following the steps outlined in the following documentation.

- ➢ *DRC INSIGHT Portal User Guide for TerraNova*

  - Adding a Student to the Portal
  - Editing a Test Session by Adding or Removing Students

NOTE: Students can be added to the DRC INSIGHT Portal individually or via multiple student upload. If students are uploaded manually and student accommodations are required, please allow 24 hours before administration of TerraNova.

Part 5: Creating Test Sessions and Printing Roster/Tickets

Once a student is registered, the student can be added to a test session(s). Refer to the "Creating a Test Session" and "Adding a Student to the Portal and Editing a Test Session by Adding or Removing Students" sections of the *DRC INSIGHT Portal User Guide for TerraNova* for more information.

Tip: Set up test sessions prior to testing. By creating test sessions in advance, you can quickly set up students.

You can create a new test session and add students to it. You must give the session a name and select the content and level for each subtest. For searching and reporting purposes, use a meaningful test session name that includes the content area/test section subject name and level(s), such as Reading Level 13. Keep in mind that students will see this name under Test Session Name when they log in to INSIGHT.

Once a test session is created, you cannot change the test, content, or level selections. If you made an error in your selections, delete the test session and start over (as long as no students have started testing with the tickets associated with the test session). If testing has begun, then create a new test session with the correct selections and add the student to the new test session.

Although there are no restrictions on the number of students in a test session, DRC recommends not exceeding 200 testers.

REMINDER: If creating test sessions for remote testing purposes, please reference the appendices in this manual for further instruction.

Chapter 4: DRC INSIGHT Portal Online Registration

Once the test session has been created, the Test Administrator can print the roster and test tickets for all students or for selected students. The roster and test tickets should be treated as secure materials since they contain the usernames and passwords to access INSIGHT for each student. Refer to the "Manage Test Sessions Option" section within the *DRC INSIGHT Portal User Guide for TerraNova* for more information on test sessions and printing test tickets and rosters.

To print all, click the **Print All Tickets** icon. This will open a PDF that contains the roster and test ticket for each student in the test session.

To print for a single student or a selection of students, click the **Edit/Print Ticket Status** icon. This will allow the Test Administrator to select specific students.

Chapter 4: DRC INSIGHT Portal Online Registration

The roster is for the Test Administrator and can be used to keep track of which students have completed testing.

TerraNova Fall 2020
Student Test Roster

District: SAMPLE DISTRICT
School: SALES SAMPLE 1
Product: Survey Form G
Assessment: Survey Form G, Level 13
Test Session: SAMPLE SESSION
Test Session Window: 9/1/2020 to 1/31/2021

Completed	Accommodation(s)	Student Name	Date of Birth	State Student ID	User Name	Password
☐	N/A	SAMPLE,ONE	4/8/2011	9991001	OSAMPLE1	MOVE9460
☐	N/A	SAMPLE,TWO	5/25/2011	9991002	TSAMPLE2	CORN7073
☐	N/A	SAMPLE,THREE	6/21/2011	9991003	TSAMPLE3	LIKE4262
☐	N/A	SAMPLE,FOUR	8/6/2011	9991006	FSAMPLE4	DRAW7157

The test tickets are for the students. Each student will receive one test ticket that will grant him or her access to each subtest that was included in the test session within INSIGHT.

TerraNova Fall 2020 Online Test Ticket Survey Form G - Survey Form G, Level 13	TerraNova Fall 2020 Online Test Ticket Survey Form G - Survey Form G, Level 13
ONE SAMPLE Date of Birth: 4/8/2011 Accommodations: N/A Test Session Name: SAMPLE SESSION Student ID: 9991001 **Username:** OSAMPLE1 **Password:** MOVE9460	TWO SAMPLE Date of Birth: 5/25/2011 Accommodations: N/A Test Session Name: SAMPLE SESSION Student ID: 9991002 **Username:** TSAMPLE2 **Password:** CORN7073
TerraNova Fall 2020 Online Test Ticket Survey Form G - Survey Form G, Level 13	TerraNova Fall 2020 Online Test Ticket Survey Form G - Survey Form G, Level 13
THREE SAMPLE Date of Birth: 6/21/2011 Accommodations: N/A Test Session Name: SAMPLE SESSION Student ID: 9991003 **Username:** TSAMPLE3 **Password:** LIKE4262	FOUR SAMPLE Date of Birth: 8/6/2011 Accommodations: N/A Test Session Name: SAMPLE SESSION Student ID: 9991006 **Username:** FSAMPLE4 **Password:** DRAW7157

CHAPTER 5: DURING TESTING OF ONLINE TESTS

Reading the Directions to Students

Directions to be read aloud to students are printed in **boldface**. Text that is not boldface is information for the test administrator and should not be read aloud.

> *Information that is only for you and is not to be read aloud appears like this*.
>
> **SAY:**   **The directions you are to read aloud to the students appears like this.**

Make sure that each student is sitting at a separate computer and that each computer is turned on and open to the desktop.

When all students are ready,

SAY: **Today you will take the** [Content] **test. You may not use any unapproved electronic devices. Making calls, texting, and taking pictures are not allowed. If you have any electronic devices, including cell phones, with you right now, please turn them off and raise your hand.**

If a student raises his or her hand, collect the electronic device (or follow your school/school system policy) and store it until the session is complete. Certain electronic devices may be allowed for accommodations purposes only during testing. Please contact your Test Coordinator if you have questions regarding electronic devices.

Then

SAY: **Please sit quietly while I pass out scratch paper, a pencil, and your test ticket. Do not begin until I tell you to do so.**

Distribute scratch paper, pencils, and individual test tickets. The test tickets are unique to each student and session, so match the correct test ticket to each student and test session.

When you are ready,

SAY: **Each of you now has a test ticket. Check to make certain that your name appears on the test ticket. Raise your hand if your test ticket does not have your name on it or you need help.**

Correct any test ticket distribution errors.

Then

SAY: **Please listen carefully while I read the testing rules. You may receive a zero on this test if you:**

- **go into a test session before you are instructed to do so;**
- **give or receive help during the test;**
- **copy another student's answers or allow another student to copy your answers;**
- **use notes, books, or other aids, including cell phones and other electronic devices;**
- **do not follow the instructions given;**
- **cause a disturbance of any kind;**
- **photograph or remove from the room any test materials or notes; or**
- **discuss the test questions at any time with anyone.**

Then

SAY: **Now we are ready to begin. First, double-click on the DRC INSIGHT Online Assessments icon on your desktop. You should see the TerraNova screen. Raise your hand if you do not see the TerraNova screen.**

Pause to assist students as necessary or click on the correct link for any student having difficulty. If a student receives an error message, note the content of the error message and contact your Test Coordinator. It is recommended to restart or move the student to another computer.

When all students are ready,

SAY: **Click on TerraNova Spring Test Sign In on the right-hand side of the screen. Is there anyone who does not see the sign-in screen?**

Pause to assist students as necessary. When all students are ready,

Chapter 5: During Testing of Online Tests

SAY: **You may now type in your Username and Password in the spaces on the screen. Your Username and Password are on your test ticket. When you have finished entering your Username and Password, click on the Sign In button. If you need help, please raise your hand and I will come around to help you.**

Pause while students enter their login information. Assist students as necessary to enter the information. Remember: Usernames and Passwords are unique to each student and to each grade/content test and session.

NOTE: If a student is unable to log in using his or her test ticket, please contact your Test Coordinator.

When all students are ready,

SAY: **When you have clicked on the Sign In button, a Welcome screen with your name opens. Is there anyone who does not see the Welcome screen with your name?**

Pause to assist students as necessary. When all students are ready,

SAY: **Look at the information on the Welcome Screen and make sure that the following facts about you are correct:**

- **Your name**
- **Your test name**
- **Your test session**
- **Your student ID**
- **Accommodations, if any**

Welcome **Student's Name**.

Before you begin testing, please confirm your profile information is correct:

Test Name: **13 Reading Part 1 and Part 2**
Test Session: **Student's Session**
School Name: **SAMPLE SCHOOL 2**

Student ID: **1234567890**
Accommodation(s):

If the above information is correct, please select **Continue**.

If any of the above information is not correct, please raise your hand and notify your Test Administrator.

Continue

Options

Exit

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SAY: **If any of the information is not correct, please raise your hand.**

Pause to assist students as necessary. Contact your Test Coordinator if a student finds an error with the information on the Welcome Screen. When all students are ready,

SAY: **Select the "Continue" button. After you have selected the "Continue" button, the Test Selection screen will open. Is there anyone who does not see the Test Selection screen?**

When all student screens display the Test Selection screen, follow the directions for administering each content-specific assessment.

- *See page 30 for directions for the Reading Test.*
- *See page 36 for directions for the Language Test.*
- *See page 41 for directions for the Mathematics Test.*

Reading

Read the directions in "Reading the Directions to Students" beginning on page 26 of this manual prior to proceeding with the directions in this section.

> *NOTE: The Text-to-Speech (TTS) function is not available for the Reading tests.*

> *When all students are ready,*

SAY: **We are now ready to begin.**

> *NOTE: For the Reading tests, Part 1 must be completed before Part 2, and both Part 1 and Part 2 must be completed on the same day.*

SAY: **Select the link for the Reading [Part 1 or Part 2] test. Once you have selected the test, the General Test Directions screen will open. Is there anyone who does not see the General Test Directions screen?**

> *Pause to assist students as necessary. When all students are ready,*

SAY: **I will now read the General Test Directions. Read the General Test Directions silently as I read them aloud.**

> **Display Settings Test**

> **This screen shows an image to check if your computer screen is set up correctly. There should be three circles in the image below. If you do not clearly see <u>three</u> circles, please raise your hand.**

> *Pause to assist students as necessary. When all students are ready,*

SAY: **Select Next.**

> *Make sure students are on the correct screen before proceeding.*

SAY: **Introduction. Read these directions carefully before beginning. To look at these directions again, select the Help button and choose the Test Directions tab. Now, select the Next arrow at the bottom of your screen.**

> *Make sure students are on the correct screen before proceeding.*

SAY: **Answering Questions**

- **Carefully read each question and its directions.**
- **Be sure the Pointer tool is selected and select your answer.**
- **The Pointer is already selected for you when you select the Next arrow and go to the next question.**
- **To change an answer, use the Pointer tool to choose a different answer.**

Now, select the Next arrow to go to the next page.

Make sure students are on the correct screen before proceeding.

SAY: **Navigation**

- **After you have answered a question, select the Next arrow at the bottom of the screen to go to the next question.**
- **Use the Back arrow to go back to a question you have already answered.**
- **To move quickly to any question on the test, select the Down arrow next to the question number and select the question you'd like to see.**
- **When you have reached the end of the test, the Next arrow will not appear.**
- **Once you are at the end of the test, select the Review/End Test button in the lower left-hand corner.**
- **If you have left a question unanswered or if you have flagged a question as a reminder to return to a test question, you can return to that question.**
- **To complete your test, select the End Test button and follow the on-screen directions.**

Now, select the Next arrow to go to the next page.

Make sure students are on the correct screen before proceeding.

Chapter 5: During Testing of Online Tests

SAY: **Tools**

- **Use the online tools to assist you during the test.**
- **You can use more than one tool at a time.**
- **To close a tool, select the tool again.**

Pointer: Use the pointer tool to choose an answer.

Cross-Off: Use the cross-off tool to mark answers that you believe are NOT correct.

Highlighter: Use the highlighter tool to highlight important information.

Magnifier: Use the magnifier tool to enlarge the information on the screen.

Line Guide: Use the line guide tool to help you track a single line of text as you are reading.

Now, select the Next arrow to go to the next page.

Make sure students are on the correct screen before proceeding.

SAY: **Sticky Notes: Use the sticky note tool to type notes on the screen.**

Flag: Use the flag button, located at the bottom of the page, to mark a question you want to review at a later time. Later, the flag will serve as a reminder to return to that question.

Now, select the Next arrow to go to the next page.

Make sure students are on the correct screen before proceeding.

SAY: **Helpful Testing Hints**

- **Only one question at a time will appear on the screen.**
- **If you need to go away from your computer, select the Pause button. Select the Resume button to continue. If you are away from your computer for an extended period, you may need to log back in.**
- **Select the Help button for more information.**

To start the test, select the green Begin the Test button at the bottom of the screen. Remember to select the Pause button if you need to pause your test for any reason.

Do not begin the test until I tell you to do so.

For Part 1,

SAY: **Select the Begin the Test button. You will have 25 minutes to do the Reading Part 1 test. You may begin.**

Check to be sure that all examinees have Question 1 on their screens.

🕐 *Record the starting and stopping times for the Reading test. Write the time when the 10-minute announcement will be made.*

RECORD THE STARTING TIME:	TESTING TIME:	RECORD THE STOPPING TIME:
_____	25 MINUTES	_____

For Part 2,

SAY: **Select the Begin the Test button. You will have 25 minutes to do the Reading Part 2 test. You may begin.**

Check to be sure that all examinees have Question 1 on their screens.

🕐 *Record the starting and stopping times for the Reading test. Write the time when the 10-minute announcement will be made.*

RECORD THE STARTING TIME:	TESTING TIME:	RECORD THE STOPPING TIME:
_____	25 MINUTES	_____

NOTE: In the event of a temporary loss of Internet connectivity, have the student wait a few minutes and then try again to complete the test. If the problem persists, consult your Test Coordinator.

While students are testing, remember to actively monitor the testing environment, making sure that students are not committing any security breaches and that students with accommodations are able to access their online accommodations.

NOTE: Once the student has clicked the End Test button, the student must provide a confirmation that he or she is done. To turn in a test, the student must select "Submit." Once the student has ended the test, the student cannot go back in to the test to review or answer test questions.

Chapter 5: During Testing of Online Tests

At the stopping time,

SAY: **Stop. This is the end of the Reading [Part 1 or Part 2] test. If you have not done so already, select the "Review/End Test" button followed by the "End Test" button. Then click on "Submit" to confirm that you are finished. Then select "OK," which will take you back to the Test Sign-In screen.**

Make sure that all students have exited the test. The sign-in screen with the TerraNova logo should be displayed on each student's screen at which time the application can be closed unless logging in to another session after a short break.

Instructions for Ending the Session

- *IF YOU ARE TAKING A SHORT BREAK:*

  1. *Collect the test tickets and scratch paper.*
  2. *Count the test tickets. The count must correspond to the number of students in the testing group. Separate the test tickets belonging to students who were absent from testing.*
  3. *Store the materials in a secure place during the break.*
  4. *Allow students to stay in the room and stretch or leave the room one at a time to use the restroom.*
  5. *When you are ready to begin the next session, provide the students with blank scratch paper.*
  6. *Distribute test tickets for the next session and continue with the next session as directed in the relevant section of this manual.*

- *IF YOU ARE TAKING AN EXTENDED BREAK OR ENDING TESTING FOR THE DAY:*

    1. *Collect the test tickets and scratch paper.*

    2. *Count the test tickets before dismissing students. The count must correspond to the number of students in the testing group. Separate the test tickets belonging to students who were absent from testing.*

    3. *Return all secure test materials to your Test Coordinator to store in a secure place.*

    4. *When returning secure test materials to your Test Coordinator, report any missing materials, report any testing irregularities, and if testing another session, obtain the test tickets for the next session.*

    5. *If returning to the test after an extended break, provide the students with blank scratch paper for the next session and distribute test tickets for the next session and continue with the next session as directed in the relevant section of this manual.*

    6. *If you are ending testing for the day, dismiss the students in accordance with school procedures established by your Test Coordinator. Then follow the After Testing procedures.*

NOTE: During short and extended breaks, maintain test security, and carefully monitor students to make sure they do not discuss the test questions. Students are not permitted to use electronic devices or engage in activities that may compromise the validity of the test.

Chapter 5: During Testing of Online Tests

Language

Read the directions in "Reading the Directions to Students" beginning on page 26 of this manual prior to proceeding with the directions in this section.

> *NOTE: The Text-to-Speech (TTS) function is only available to students testing online who have an approved Tests Read Aloud accommodation. TTS allows students to listen via headphones or speakers to test information displayed on the screen.*
>
> *Audio will begin immediately when the student navigates Next/Back to each question. On-screen audio controls are provided, along with other settings that can be accessed by choosing the Options button, which allow students to pause the audio, adjust the audio volume, turn on/off the follow-along feature, and indicate specific areas of the question they wish to replay.*
>
> *When all students are ready,*

SAY: **We are now ready to begin. Select the link for the Language test. Once you have selected the test, the General Test Directions screen will open. Is there anyone who does not see the General Test Directions screen?**

> *Pause to assist students as necessary. When all students are ready,*

SAY: **I will now read the General Test Directions. Read the General Test Directions silently as I read them aloud.**

Display Settings Test

This screen shows an image to check if your computer screen is set up correctly. There should be three circles in the image below. If you do not clearly see <u>three</u> circles, please raise your hand.

> *Pause to assist students as necessary. When all students are ready,*

SAY: **Select Next.**

> *Make sure students are on the correct screen before proceeding.*

SAY: **Introduction. Read these directions carefully before beginning. To look at these directions again, select the Help button and choose the Test Directions tab. Now, select the Next arrow at the bottom of your screen.**

> *Make sure students are on the correct screen before proceeding.*

SAY: **Answering Questions**

- **Carefully read each question and its directions.**
- **Be sure the Pointer tool is selected and select your answer.**
- **The Pointer is already selected for you when you select the Next arrow and go to the next question.**

- **To change an answer, use the Pointer tool to choose a different answer.**

Now, select the Next arrow to go to the next page.

Make sure students are on the correct screen before proceeding.

SAY: **Navigation**

- **After you have answered a question, select the Next arrow at the bottom of the screen to go to the next question.**
- **Use the Back arrow to go back to a question you have already answered.**
- **To move quickly to any question on the test, select the Down arrow next to the question number and select the question you'd like to see.**
- **When you have reached the end of the test, the Next arrow will not appear.**
- **Once you are at the end of the test, select the Review/End Test button in the lower left-hand corner.**
- **If you have left a question unanswered or if you have flagged a question as a reminder to return to a test question, you can return to that question.**
- **To complete your test, select the End Test button and follow the on-screen directions.**

Now, select the Next arrow to go to the next page.

Make sure students are on the correct screen before proceeding.

SAY: **Tools**

- **Use the online tools to assist you during the test.**
- **You can use more than one tool at a time.**
- **To close a tool, select the tool again.**

Pointer: Use the pointer tool to choose an answer.

Cross-Off: Use the cross-off tool to mark answers that you believe are NOT correct.

Highlighter: Use the highlighter tool to highlight important information.

Magnifier: Use the magnifier tool to enlarge the information on the screen.

Line Guide: Use the line guide tool to help you track a single line of text as you are reading.

Now, select the Next arrow to go to the next page.

Make sure students are on the correct screen before proceeding.

Chapter 5: During Testing of Online Tests

SAY: **Sticky Notes: Use the sticky note tool to type notes on the screen.**

Flag: Use the flag button, located at the bottom of the page, to mark a question you want to review at a later time. Later, the flag will serve as a reminder to return to that question.

Now, select the Next arrow to go to the next page.

Make sure students are on the correct screen before proceeding.

SAY: **Helpful Testing Hints**

- **Only one question at a time will appear on the screen.**
- **If you need to go away from your computer, select the Pause button. Select the Resume button to continue. If you are away from your computer for an extended period, you may need to log back in.**
- **Select the Help button for more information.**

To start the test, select the green Begin the Test button at the bottom of the screen. Remember to select the Pause button if you need to pause your test for any reason.

Do not begin the test until I tell you to do so.

Select the Begin the Test button. You will have 30 minutes to do the Language test. You may begin.

Check to be sure that all students have Question 1 on their screens.

Record the starting and stopping times for the Language test. Write the time when the 10-minute announcement will be made.

RECORD THE STARTING TIME:	TESTING TIME:	RECORD THE STOPPING TIME:
_____	30 MINUTES	_____

NOTE: In the event of a temporary loss of Internet connectivity, have the student wait a few minutes and then try again to complete the test. If the problem persists, consult your Test Coordinator.

While students are testing, remember to actively monitor the testing environment, making sure that students are not committing any security breaches and that students with accommodations are able to access their online accommodations (e.g., students using text-to-speech are able to hear the test through their headphones).

NOTE: Once the student has clicked the End Test button, the student must provide a confirmation that he or she is done. To turn in a test, the student must select "Submit." Once the student has ended the test, the student cannot go back in to the test to review or answer test questions.

At the stopping time,

SAY: **Stop. This is the end of the Language test. If you have not done so already, select the "Review/End Test" button followed by the "End Test" button. Then click on "Submit" to confirm that you are finished. Then select "OK," which will take you back to the Test Sign-In screen.**

Make sure that all students have exited the test. The sign-in screen with the TerraNova logo should be displayed on each student's screen at which time the application can be closed unless logging in to another session after a short break.

Instructions for Ending the Session

- *IF YOU ARE TAKING A SHORT BREAK:*

  1. *Collect the test tickets and scratch paper.*
  2. *Count the test tickets. The count must correspond to the number of students in the testing group. Separate the test tickets belonging to students who were absent from testing.*
  3. *Store the materials in a secure place during the break.*
  4. *Allow students to stay in the room and stretch or leave the room one at a time to use the restroom.*
  5. *When you are ready to begin the next session, provide the students with blank scratch paper.*
  6. *Distribute test tickets for the next session and continue with the next session as directed in the relevant section of this manual.*

Chapter 5: During Testing of Online Tests

- *IF YOU ARE TAKING AN EXTENDED BREAK OR ENDING TESTING FOR THE DAY:*

  1. *Collect the test tickets and scratch paper.*
  2. *Count the test tickets before dismissing students. The count must correspond to the number of students in the testing group. Separate the test tickets belonging to students who were absent from testing.*
  3. *Return all secure test materials to your Test Coordinator to store in a secure place.*
  4. *When returning secure test materials to your Test Coordinator, report any missing materials, report any testing irregularities, and if testing another session, obtain the test tickets for the next session.*
  5. *If returning to the test after an extended break, provide the students with blank scratch paper for the next session and distribute test tickets for the next session and continue with the next session as directed in the relevant section of this manual.*
  6. *If you are ending testing for the day, dismiss the students in accordance with school procedures established by your Test Coordinator. Then follow the After Testing procedures.*

NOTE: During short and extended breaks, maintain test security, and carefully monitor students to make sure they do not discuss the test questions. Students are not permitted to use electronic devices or engage in activities that may compromise the validity of the test.

Mathematics

Read the directions in "Reading the Directions to Students" beginning on page 26 of this manual prior to proceeding with the directions in this section.

NOTE: The Text-to-Speech (TTS) function is only available to students testing online who have an approved Tests Read Aloud accommodation. TTS allows students to listen via headphones or speakers to test information displayed on the screen.

Audio will begin immediately when the student navigates Next/Back to each question. On-screen audio controls are provided, along with other settings that can be accessed by choosing the Options button, which allow students to pause the audio, adjust the audio volume, turn on/off the follow-along feature, and indicate specific areas of the question they wish to replay.

When all students are ready,

SAY: **We are now ready to begin.**

Note: For Mathematics, Part 1 must be completed before Part 2, and both Part 1 and Part 2 must be completed on the same day.

SAY: **Select the link for the Mathematics [Part 1 or Part 2] test. Once you have selected the test, the General Test Directions screen will open. Is there anyone who does not see the General Test Directions screen?**

Pause to assist students as necessary. When all students are ready,

SAY: **I will now read the General Test Directions. Read the General Test Directions silently as I read them aloud.**

Display Settings Test

This screen shows an image to check if your computer screen is set up correctly. There should be three circles in the image below. If you do not clearly see <u>three</u> circles, please raise your hand.

Pause to assist students as necessary. When all students are ready,

SAY: **Select Next.**

Make sure students are on the correct screen before proceeding

SAY: **Introduction. Read these directions carefully before beginning. To look at these directions again, select the Help button and choose the Test Directions tab. Now, select the Next arrow at the bottom of your screen.**

Make sure students are on the correct screen before proceeding.

Chapter 5: During Testing of Online Tests

SAY: **Answering Questions**

- **Carefully read each question and its directions.**
- **Be sure the Pointer tool is selected and select your answer.**
- **The Pointer is already selected for you when you select the Next arrow and go to the next question.**
- **To change an answer, use the Pointer tool to choose a different answer.**

Now, select the Next arrow to go to the next page.

Make sure students are on the correct screen before proceeding.

SAY: **Navigation**

- **After you have answered a question, select the Next arrow at the bottom of the screen to go to the next question.**
- **Use the Back arrow to go back to a question you have already answered.**
- **To move quickly to any question on the test, select the Down arrow next to the question number and select the question you'd like to see.**
- **When you have reached the end of the test, the Next arrow will not appear.**
- **Once you are at the end of the test, select the Review/End Test button in the lower left-hand corner.**
- **If you have left a question unanswered or if you have flagged a question as a reminder to return to a test question, you can return to that question.**
- **To complete your test, select the End Test button and follow the on-screen directions.**

Now, select the Next arrow to go to the next page.

Make sure students are on the correct screen before proceeding.

SAY: **Tools**

- **Use the online tools to assist you during the test.**
- **You can use more than one tool at a time.**
- **To close a tool, select the tool again.**

Pointer: Use the pointer tool to choose an answer.

Cross-Off: Use the cross-off tool to mark answers that you believe are NOT correct.

Highlighter: Use the highlighter tool to highlight important information.

Magnifier: Use the magnifier tool to enlarge the information on the screen.

Line Guide: Use the line guide tool to help you track a single line of text as you are reading.

Now, select the Next arrow to go to the next page.

Make sure students are on the correct screen before proceeding.

SAY: **Sticky Notes: Use the sticky note tool to type notes on the screen.**

Help: Use the help button to find more information, such as instructions on how to use the tools.

Calculator: The basic calculator has the ability to perform the four arithmetic functions: addition, subtraction, multiplication, and division. (Available for Part 2 only.) Note: The basic calculator does not follow the order of operations.

Measurement Tools: When included, use the measurement tools to help answer the question.

Flag: Use the flag button, located at the bottom of the page, to mark a question you want to review at a later time. Later, the flag will serve as a reminder to return to that question.

Now, select the Next arrow to go to the next page.

Make sure students are on the correct screen before proceeding.

SAY: **Helpful Testing Hints**

- **Only one question at a time will appear on the screen.**
- **If you need to go away from your computer, select the Pause button. Select the Resume button to continue. If you are away from your computer for an extended period, you may need to log back in.**
- **Select the Help button for more information.**

To start the test, select the green Begin the Test button at the bottom of the screen. Remember to select the Pause button if you need to pause your test for any reason.

Do not begin the test until I tell you to do so.

Chapter 5: During Testing of Online Tests

For Part 1,

SAY: **Select the Begin the Test button. You will have 10 minutes to do the Mathematics Part 1 test. You may begin.**

Check to be sure that all examinees have Question 1 on their screens.

🕐 *Record the starting and stopping times for the Mathematics test.*

RECORD THE STARTING TIME:	TESTING TIME:	RECORD THE STOPPING TIME:
_____	**10 MINUTES**	_____

For Part 2,

SAY: **Select the Begin the Test button. You will have 30 minutes to do the Mathematics Part 2 test. You may begin.**

🕐 *Record the starting and stopping times for the Mathematics test. Write the time when the 10-minute announcement will be made.*

RECORD THE STARTING TIME:	TESTING TIME:	RECORD THE STOPPING TIME:
_____	**30 MINUTES**	_____

NOTE: In the event of a temporary loss of Internet connectivity, have the student wait a few minutes and then try again to complete the test. If the problem persists, consult your Test Coordinator.

While students are testing, remember to actively monitor the testing environment, making sure that students are not committing any security breaches and that students with accommodations are able to access their online accommodations (e.g., students using text-to-speech are able to hear the test through their headphones).

NOTE: Once the student has clicked the End Test button, the student must provide a confirmation that he or she is done. To turn in a test, the student must select "Submit." Once the student has ended the test, the student cannot go back in to the test to review or answer test questions.

At the stopping time,

SAY: **Stop. This is the end of the Mathematics [Part 1 or Part 2] test. If you have not done so already, select the "Review/End Test" button followed by the "End Test" button. Then click on "Submit" to confirm that you are finished. Then select "OK," which will take you back to the Test Sign-In screen.**

Make sure that all students have exited the test. The sign-in screen with the TerraNova logo should be displayed on each student's screen at which time the application can be closed unless logging in to another session after a short break.

Instructions for Ending the Session

- *IF YOU ARE TAKING A SHORT BREAK:*

  1. *Collect the test tickets and scratch paper.*
  2. *Count the test tickets. The count must correspond to the number of students in the testing group. Separate the test tickets belonging to students who were absent from testing.*
  3. *Store the materials in a secure place during the break.*
  4. *Allow students to stay in the room and stretch or leave the room one at a time to use the restroom.*
  5. *When you are ready to begin the next session, provide the students with blank scratch paper.*
  6. *Distribute test tickets for the next session and continue with the next session as directed in the relevant section of this manual.*

Chapter 5: During Testing of Online Tests

- *IF YOU ARE TAKING AN EXTENDED BREAK OR ENDING TESTING FOR THE DAY:*

    1. *Collect the test tickets and scratch paper.*

    2. *Count the test tickets before dismissing students. The count must correspond to the number of students in the testing group. Separate the test tickets belonging to students who were absent from testing.*

    3. *Return all secure test materials to your Test Coordinator to store in a secure place.*

    4. *When returning secure test materials to your Test Coordinator, report any missing materials, report any testing irregularities, and if testing another session, obtain the test tickets for the next session.*

    5. *If returning to the test after an extended break, provide the students with blank scratch paper for the next session and distribute test tickets for the next session and continue with the next session as directed in the relevant section of this manual.*

    6. *If you are ending testing for the day, dismiss the students in accordance with school procedures established by your Test Coordinator. Then follow the After Testing procedures.*

NOTE: During short and extended breaks, maintain test security, and carefully monitor students to make sure they do not discuss the test questions. Students are not permitted to use electronic devices or engage in activities that may compromise the validity of the test.

CHAPTER 6: AFTER TESTING OF ONLINE TESTS

Chapter 6: After Testing of Online Tests

When all online tests have been completed and all test tickets and scratch paper have been collected, the Test Coordinator should follow these steps:

1. Complete and email/fax the following form so your online order can be tracked. Also, include a copy of your Purchase Order (PO), or a Letter of Authorization (LOA).

   ALERT: We cannot ship reports to you until we receive your PO/LOA. To avoid delay, we recommend sending this to us upon completion of online testing.

   Email: shelfscoring@datarecognitioncorp.com

   FAX: 800-282-0266

2. Contact your Scoring & Reporting Project Manager to discuss available reporting options.

   Available Reports Include:

   - Online Reporting System (ORS)
   - Student Data File (SDF)
   - Label
   - Home Report
   - Individual Profile Report
   - Group List Report
   - Objectives Report
   - Assessment Summary Report
   - Disaggregate Report

DATA RECOGNITION
DRC
CORPORATION

Please complete and return to the Scoring Team
Email: shelfscoring@datarecognitioncorp.com
Fax: 800-282-0266

District Name: _____

City: _____ State: _____

Date Online Testing Completed: _____

Contact Name: _____

Contact Email Address:_____

Contact Phone: _____

Please Check One:

☐ I have already submitted a Purchase Order (PO # _____).

☐ I have attached a Purchase Order or Letter of Authorization (Sample LOA on next page).

☐ I will be paying by credit card, but have attached an LOA (This is required as we do not store credit card information).

☐ I will send in my PO or LOA at a different time, and **I understand DRC will not ship reports until this information is received.**

Sample Letter of Authorization (LOA)

(Print on Site Letterhead)

To Whom It May Concern,

We authorize Data Recognition Corporation (DRC) to score the tests we submitted on xx/xx/xx and to provide the reports we have ordered. (Optional—list reports requested.)

We agree to pay the invoice for these services upon receipt. (Optional—add dollar amount of quote.)

Sincerely,

(Signature of authorized party)

(Typed Name)

(Title)

(Phone Number)

(Email address)

APPENDICES: TEST ADMINISTRATOR REMOTE TEST ADMINISTRATION GUIDE

● ● ● **Test Administrator DRC INSIGHT Remote Testing Guide**

DRC INSIGHT Remote Testing Program Overview

Due to recent challenges related to COVID-19, DRC is supporting the administration of DRC INSIGHT online tests remotely with a public browser using a web conferencing service for remote test administration.

As it is with traditional on-site/in-person testing, it is the responsibility of districts and/or testing sites to provide the necessary test administration in a remote testing setting. This document is intended to provide general guidelines for the option of administering tests remotely using web conferencing services.

The process laid out here is not intended to be prescriptive. Districts and/or sites are free to adjust and/or develop their own methods for delivering remote test administration that are in line with their Department of Education's standards for ensuring the security of the testing content and the validity of the test results.

This document does not include information on Student Management, Test Management, or Reporting activities associated with a test administration. The processes and procedures for those activities are the same for both on-site and remote testing, so you will use the documents already provided to complete those activities.

Note: There are also documents for parents/guardians and students in remote testing settings. Please ensure these documents have been shared.

Remote Testing Guidelines

When administering assessments remotely, follow as closely as possible the requirements used for on-site administration.

- The *Test Administrator Remote Testing Administration Checklist* summarizes the activities in this guide and can be used to help you prepare for remote testing.
- The Test Administrator must be trained to administer each assessment they will be delivering according to the standardized process outlined in the DRC INSIGHT Portal.
- The Test Administrator must use a supported web conference platform and be familiar with the use of that platform. Possible options are Zoom, WebEx, Google Meet, Microsoft Teams, Skype, GoToMeeting, and Blackboard Collaborate.
- Computer audio and web camera capabilities are required for both the Test Administrator and the student.
- For each web meeting, there is a limit of 10–12 students per meeting.
  - Tip: Medium to large districts should consider training more Test Administrators than usual due to the student limits for remote testing.
- All test ticket information must be kept secure and should only be provided to the student during the scheduled web conference.
- All test sessions must have a remote test administration via a web conference.
- Prior to the testing day, the Test Administrator should schedule a practice web meeting with the student(s) where they will take the practice test or Online Tools Training (OTT).
- A parent or guardian must be present with the student during testing and must agree to the *Parent/Guardian and Student Remote Testing Agreement.*

  Districts and/or sites are responsible for tracking, collecting, and retaining signed agreements; DRC does not distribute nor collect signed agreements.

Administrative tasks to register students, create test sessions, print test tickets, and generate student reports are done in the DRC INSIGHT Portal. To access these capabilities, your account in the DRC INSIGHT Portal must have the necessary permissions, which are assigned by the district or the site Technology Coordinator.

● ● ● **Test Administrator DRC INSIGHT Remote Testing Guide**

Guidelines for Students

The following are student requirements for online testing:

- A testing device (desktop or laptop) or another supported device, such as a Chromebook or iPad
- Web camera
- Microphone
- Speakers or headphones
- Smart phones cannot be used for remote testing.
- iPads and other tablets should have a keyboard. For the Test Administrator to best view the student during the assessment, an iPad with a keyboard is recommended so the iPad's camera can be better positioned on the student.
- A parent or guardian must be present during testing.

Guidelines for Selecting a Web Conference Service

Review the *Web Conferencing Options for Remote Testing* for guidance on web conferencing solutions. It is recommended you select a web conference service with the following features:

- Computer-based Audio and Video
  - Supports "Computer Audio Only" for web sessions. This requires students to use the microphone and speakers on their test devices.
  - Calling in by phone to a remote test session is not allowed.
- Recording Capability
  - Ability to review completed web sessions
- Breakout/Private Sessions with Private Chat and Screen Sharing Capability
  - Ability to privately authenticate an individual student's identity
  - Ability to privately distribute test login credentials to individual students
  - Ability to see/monitor student screens, while restricting view from the rest of the group
- Screen Sharing by Participants
  - Ability to let students share their screens with the Test Administrator
- Private Chat
  - Ability to respond to individual student inquiries privately
- Meeting Login Information Embedded in Link
  - Ability for all participants to access the meeting directly from the link without having to provide additional details

Test Preparation

The remote testing option only affects how students take the test. It does not affect how test administration activities occur prior to testing. You need to register students and create test sessions in the DRC INSIGHT Portal, just as you would for an on-site test session. Refer to the DRC INSIGHT Portal user guide for more information.

● ● ●   **Test Administrator DRC INSIGHT Remote Testing Guide**

Register Students in the DRC INSIGHT Portal

Register all students in the DRC INSIGHT Portal (this process is the same for remote tests and on-site tests).

Schedule Test Sessions

1. Schedule a test session in the DRC INSIGHT Portal.

2. Create a new test session for remote testing. To make the test session recognizable and easy to locate, use a unique test session name indicating it is a remote test session.

3. Assign students the related tests in the same test session (for example: 3rd grade ELA).

4. Set your test session start and end dates to be the day students take the test(s). This allows Test Administrators to control when students are able to test once they have received their login credentials.

5. Prior to the test day, be sure the end date of the test session has been extended/edited to match the current date. Doing this allows you to have students test over multiple days, if needed, while still controlling their access when you are not monitoring them.

6. Generate a PDF of the test tickets for your remote test session.

7. Copy the relevant information from each student's test ticket or from the roster into a web conference details/reminder document that you create. This information will be shared with each student in individual private rooms during your web meeting.

Remote Testing Tips

- IT IS HIGHLY RECOMMEND THAT YOU SIMULATE A REMOTE TEST SESSION USING THE PRACTICE TEST WITH YOUR WORK COLLEAGUES BEFORE ATTEMPTING TO REMOTELY ADMINISTER ONLINE WITH STUDENTS.

- It is highly recommended that you schedule an orientation web meeting with your students and their parents/guardians a few days before their actual remote test. This meeting exposes the student to the web meeting software, is a chance to find system issues, and allows you to answer student questions prior to their actual test day.

- Alert the students that when testing, they should close other applications, unless they are utilizing third-party accessibility software. They should also close any open Google Chrome browser windows. They will be using a public browser that will not secure the testing device. For example, if email is open, it will potentially pop up as the student is testing. Students should be reminded to ignore any pop-up messages and continue testing.

- Have the students review and complete the practice Online Tools Training (OTT). No credentials are required.

- Create a document to stay organized during testing. Include:
  - Meeting details, such as the meeting link, date, start time and stop time
  - Student details, such as names, email addresses, test login credentials, and private room number
  - The practice test/OTT URL for your practice session and the Remote Testing URL for the actual test session
  - Any unusual events that occur during testing

- Once students have logged into the web conference, assign students to individual private rooms. Add each student's room number and the number of sheets of scratch paper on your document.

● ● ● **Test Administrator DRC INSIGHT Remote Testing Guide**

- Utilize the private room to verify the student's identity (Name, DOB and/or ID number). Once verified, move the student into the main meeting room.
- Provide the test link and login credentials during your private room meetings, not before.
- Include only students who are taking the same test/content area and grade-level test in the same web meeting. This will allow you to give the same test directions to the whole group.

Creating a Web Meeting

1. Ensure that your web meeting settings have the following defaults. This will make setting up remote test sessions easier and more consistent. Most web conference services will not allow you to change settings after the meeting has been created.

   - Mute participants upon entry.
   - Allow participants to send chat messages to the host only.
   - Do not allow participants to record the meeting (except for host/Test Administrator).
   - Enable breakout sessions (ability for only two people to chat).
   - Disable virtual backgrounds.

2. Create a web meeting in your web conference software. Make sure the meeting duration allows sufficient time for meeting management and test administration.

3. Generate a meeting invitation and capture the meeting link to include in a custom email that will be sent to all participants. You should confirm that the link you will be using works before sending it out.

4. Send out a custom email to invite your student and their parent/guardian. Districts should consider the communication needs of their families.

   Your email should include:

   - Information regarding the purpose of the assessment
   - Your contact information
   - The link for the web meeting practice session where you will go over the technical requirements of the test and allow students to take the practice test/OTT
   - The link to the web meeting for the assessment
   - The date, time, and anticipated duration of the assessment
   - Omit call-in numbers for the web meeting. Calling in to the meeting by phone should not be an option for students.
   - Contact information for the Test Administrator
   - General information on which test(s) the student will be required to take during the web meeting
   - Parent/Guardian Remote Testing with Test Administrator Guide
   - Parent/Guardian Remote Testing with Test Administrator Checklist
   - Parent/Guardian Remote Testing with Test Administrator FAQs
   - Parent/Guardian and Student Remote Testing Agreement

5. Create a web conference details/reminder document to stay organized during testing. Include:

   - Meeting details, such as the meeting link, date, start time, and stop time
   - Student details, such as names, email addresses, test login credentials, and private room number

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- The Remote Testing URL for the assessment
- Notes during the web meeting of any unusual events that occur during testing

Prepare Parents/Guardians and Students for Testing

It is highly recommended that you schedule a practice web meeting with your students and their parents/guardians a few days before their actual remote test. This meeting exposes the student to the web meeting software, is a chance to find system issues, and allows you to answer student questions prior to their actual test day. It is also an opportunity for students to use a practice test or the Online Tools Training (OTT) to get comfortable with the testing interface and its tools.

Day of Testing

Managing Your Web Meeting

Students may have questions and/or concerns about remote testing. You should provide a brief introduction that helps them know what to expect as they go through the experience.

In the Main Meeting

- Once all the students are in the meeting, start recording the session.

- Let the students know that you will have to leave the main meeting to work with students individually in their private rooms. Tell the group that you will be watching and that you will return to the main meeting after each student has been checked in.

- Let the students know that they cannot stand or leave the room during the web meeting. However, if the student informs you that they must stand or use the restroom, instruct the student to pause the test.

- Explain to students how to use the chat or raise their hand in the software to get your attention if they have questions.

- Explain how students should let you know when they have finished their tests, and how they will be dismissed from the web meeting. Ask them to destroy the scratch paper they used during testing.

Sample Script:

Before you begin testing, I will verify your identity by checking your name and grade and will ask you to use your web camera to show that your testing area is free of all prohibited items. The only items allowed in your testing area are your computer, mouse, keyboard, and headset. You should close other open applications (such as email, games, browsers) unless they are approved accessibility tools. Your parent or guardian should be in the room with you, but they cannot help you to complete the test.

As your Test Administrator, I will be present and will use my webcam to watch you take the test. I cannot help you answer questions, but I can help you with any problems you have with the computer or test directions. Let me know if you have a question by typing in the chat section or by unmuting yourself and speaking to me. Please focus and do your best to complete each part of the test.

Are there any questions?

I will now virtually move each of you into individual testing rooms, verify your name and grade, and complete the room scan. This may take a few minutes. I appreciate your patience.

● ● ● **Test Administrator DRC INSIGHT Remote Testing Guide**

In the Private Rooms

1. Invite students, one at a time, to meet with you in their private room.

2. Validate the student's identification according to the requirements of your program. This may include capturing the number from a school identification card as the student holds it up to the web camera and/or confirming the correct spelling of the student's name and other details.

3. Have the student or parent/guardian use the web camera to show you the environment. The testing area should be clear of prohibited items.

4. Send, via private chat, the details for the student's test session.

   a. Student's username (from the student's Test Ticket)
   b. Student's password (from the student's Test Ticket)
   c. Which test and content area they should be taking (from the student's Test Ticket)

   Tip: Organizing these details beforehand in a text document makes them easier to cut and paste into the chat. Make sure to provide login credentials only to the specific student to which they apply.

5. Tell the student to return to the main meeting room.

6. Repeat steps 1 through 5 for each student participant in your web meeting.

7. Once all the private meetings are completed, share with all students the Remote Testing URL using the chat to all participants.

Observing Students During Testing

The Test Administrator should carefully watch each student complete their test. You will not be able to see the student test interface, but you will be able to see each student at all times. Watch for suspicious activity, such as students moving outside of the web camera frame, students looking away from the monitor, cell phone glow, and reflections in mirrors or glasses.

Ending Your Web Meeting

When all students have completed their tests, you may have them remain in the main meeting until you dismiss the whole group, or you can allow them to leave as each student finishes. You should, however, confirm that the student has completed testing before allowing the student to leave the web meeting.

To see if your students have completed the required tests prior to releasing them from the meeting, you may view and export test session details or utilize the Student Status Dashboard to track student testing status in the DRC INSIGHT Portal. Students whose test statuses show as completed can be dismissed from the web meeting.

Stopping an Online Test

Stopping a student's test is allowed only if there are testing irregularities.

To interrupt a student's test due to a testing irregularity, you must log into the same test using the student's login credentials. This will present the student with an error message and allow you to take over the test. At this point, you will want to immediately Pause and Exit the test.

Invalidating a Test

There may be cases where you may want to re-test a student or invalidate the student's test results from the remote test session. Possible reasons for invalidating a test include:

- The student had technical problems during testing.
- The student was discovered to have cheated on the test.
- The student was given, or took, the wrong test.

Document any testing irregularity in the notes from your web meeting and report them to the Test Coordinator.

Managing the Web Meeting Recording

Web meetings are recorded so that in the event an irregularity is observed, the recording is available for review and investigation. Recordings can also be used to review the session again to confirm there were no irregularities.

Once it is determined that no test irregularities occurred during the web meeting, or after an investigation is completed, the recording for the web meeting should be deleted.

Technical Support

If technical issues arise and/or an error message displays during the assessment, parents/guardians are asked to contact their student's Test Administrator, their teacher, the school's technology staff, and/or the school office for technical support. If additional support is required, a school or district representative will reach out to DRC to determine a resolution. Parents/guardians and students should not attempt to contact DRC customer service directly for support. Any issue related to their student's test session must first be relayed to the school and they will contact DRC if necessary.

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Test Administration Manual

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