

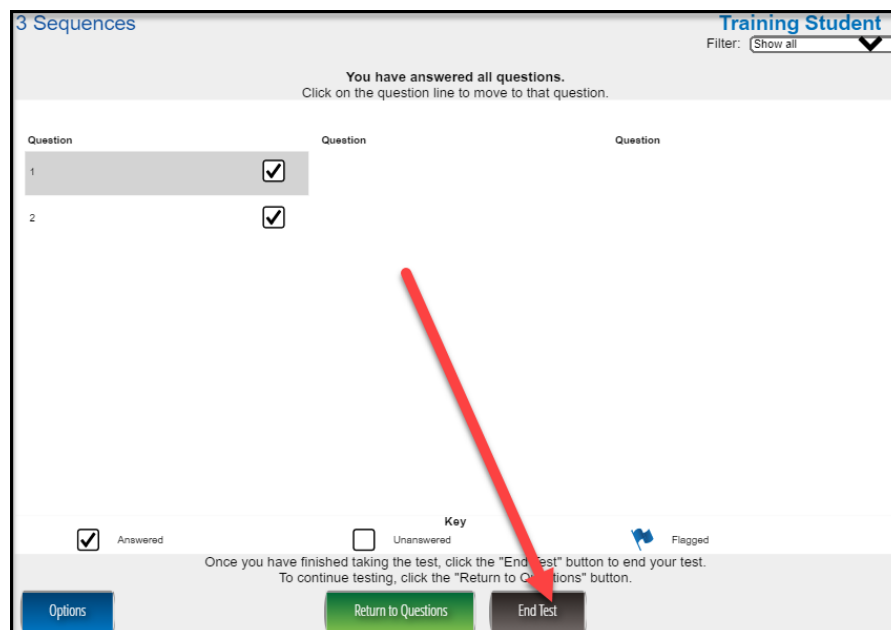
TerraNova Scoring Process

GUIDANCE DOCUMENT

Please be sure to fill out and submit the [Scoring Service Order Form](#)
All Order Forms are located here: <https://terranova3.com/order-forms/>

Online Testing

1. Upload students and setup Student Groups linking Teachers to their appropriate students
2. Add Student Groups to Test Sessions and print/distribute Test Tickets
3. Verify that students fully submit all appropriate subtests by clicking “End Test” when done:



4. Test administrators should monitor the status of assessments to be sure none are left “in-progress” status:
 - a. If a student fails to click End Test or has Paused the test but didn’t submit the test completely, it will need to be moved to a completed status by the test administrator. Please find guidance on this step in the DRC INSIGHT Portal > General Information > Documents
 - b. Utilize the Student Status Dashboard to monitor student testing progress. Guidance on this step can be found in the DRC INSIGHT Portal User Guide.
5. Preliminary scoring begins when the student submits a completed subtest:
 - a. Preliminary scores will become available in Interactive Reporting > Batch Download > Group List Report within 24 hours of completion

6. Once all testing has been completed, notify the *TerraNova* Helpdesk that your test window has ended, and final reporting can begin.
 - a. Submit *Completion of Testing Form*: <https://terranova3.com/implementation-services/#>
 - a. Reminder: during this step you will be asked to confirm a “Final Test Date” from which all final reporting and norms can be based.
7. *TerraNova* Interactive Reports will be available and any additional paper reports will be shipped (purchased separately) within 15-21 business days of test window completion.
 - a. You (the District Test Coordinator) will be able to access Interactive Reports by logging into <https://tr.drctedirect.com/> > My Applications > Interactive Reports

Paper Testing

1. Receive testing materials and apply precode labels (if ordered) prior to testing
2. Complete testing and fill out the Group Information Sheet (GIS) and School Group List (SGL) documents
3. Ship all scorable materials back to Data Recognition Corporation for Scoring
4. Processing will begin after receipt and you may be contacted if there are any inquiries or outstanding questions
5. Once all testing has been completed and sent to DRC for scoring, notify the *TerraNova* Helpdesk that your test window has ended, and final reporting can begin.
 - a. Submit *Completion of Testing Form*: <https://terranova3.com/implementation-services/#>
 - b. Reminder: during this step you will be asked to confirm a “final test date” from which all final reporting and norms can be based.
6. Paper reports will be shipped, and *TerraNova* Interactive Reports will be available (if purchased) within 15-21 business days of test window completion.
 - a. You (the District Test Coordinator) will be able to access Interactive Reports by logging into <https://tr.drctedirect.com/> > My Applications > Interactive Reports

Please feel free to contact us with any questions and as always, all required technical assistance should be directed to the *TerraNova* Helpdesk:

866-282-2250 (8:00 a.m. -4:30 p.m. CST)

Email: TerraNovaHelpDesk@datarecognitioncorp.com

If you already called in and have a case, provide your case number for expedited service.

www.TerraNova3.com

<https://tr.drctedirect.com/>