

Test Administrator Manual Grade 11



**NECAP Online Writing Pilot
March 25 – April 5, 2013**

<http://iservices.measuredprogress.org>

Contact Information

General Information

If you have any questions regarding the New England Common Assessment Program (NECAP) or procedures for administering this pilot, contact the test coordinator at your school or the Measured Progress NECAP Service Center at 1-877-632-7774. The service center is open Monday through Friday between the hours of 8:00 a.m. and 4:00 p.m.

If you have questions related to the technical requirements or your school's technology environment, please call the Measured Progress Technical Product Support line at 1-888-465-2740.

NECAP Policy Information

If you have any questions or suggestions regarding NECAP policy, please contact:

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New Hampshire Department of Education
101 Pleasant Street, Concord, NH 03301-3860
603-271-3846
www.education.nh.gov

Dr. Phyllis Lynch, Director of Instruction, Assessment, and Curriculum

Rhode Island Department of Elementary and Secondary Education
255 Westminster Street, Providence, RI 02903
401-222-4693
www.ride.ri.gov/assessment/necap.aspx

Michael Hock, Director of Assessment

Vermont Department of Education
120 State Street, Montpelier, VT 05620-2501
802-828-3115
www.state.vt.us/educ/

Checklist for Test Administrators

Please note: this checklist is provided as a summary only. It is essential that you thoroughly read this entire manual in order to ensure the proper administration and security of all NECAP tests.

Before testing:

- Read the *Online Writing Test Administrator Manual* and *NECAP Online Writing Pilot User Guide* (<http://iservices.measuredprogress.org>; select “New England Common Assessment Program,” then “Online Writing Materials”)
- Meet with the test coordinator to review the testing schedule and review procedures in this manual
- Obtain your login information for the Proctor Test Workstation from your test coordinator and familiarize yourself with the system
- Obtain Student Login Tickets from your test coordinator for all students assigned to you
- Secure scratch paper and writing implements for each student you will be testing
- Log on to the Proctor Test Workstation and obtain the Test Access Code before administering each session of the test
- Remind students to charge laptops prior to testing

During testing:

- Post a “Testing – Please do not disturb” sign on your classroom/lab door
- Be sure that all students have comfortable and adequate computer workstations
- Post the Test Access Code for the test session at the front of the room
- Monitor students to ensure they have logged on successfully and answer any questions in accordance with the policies of this manual
- Begin the test session from your Proctor Test Workstation
- Speak with your technology coordinator and/or the Measured Progress Technical Product Support group (1-888-465-2740) about any technology-related issues

After testing:

- End each student’s test session within the Proctor Test Workstation, according to the directions in this manual and the *Proctoring a Test: Quick Reference Guide*
- Instruct students to close and log out of the test session at their workstations
- Collect the Student Login Tickets and scratch paper
- Complete the Test Administrator survey about the online pilot testing experience
- Instruct students to complete the Online Writing Student Questionnaire

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The New England Common Assessment Program

Purpose of the Online Writing Pilot

The primary purpose of the pilot is to confirm your school's ability to administer this online assessment so that students at your school can participate in future NECAP writing assessments online. Because we are testing the system rather than students' writing abilities, student work will not be scored. However, you may obtain copies of students' written responses to the extended response prompt in mid-May. Your test coordinator should contact your Department of Education at that time to obtain these copies.

Structure and Format of the Test

The pilot tests are comprised of Writing Released Items, and include the following type of item:

- Writing prompts, which require students to demonstrate their ability to communicate in writing through an extended response – these prompts are both stand alone and text based

Test Administrator's Responsibilities

Test administrators are vital to the success of NECAP. For this reason, the instructions given in this manual must be followed closely by each test administrator.

The test administrator's primary responsibilities include:

- Reading the *Online Writing Test Administrator Manual* and *Proctoring a Test: Quick Reference Guide*
- Meeting with the test coordinator to review the testing schedule
- Reviewing testing procedures in the manuals and in the webinar presentations available on iServices (<http://iservices.measuredprogress.org>)
- Using the Proctor Test Workstation to start, monitor, and end testing in your classroom
- Ensuring a standardized test environment by following the directions and scripts in this manual
- Testing the group of students assigned to you according to the instructions in this manual

Before Testing

Preparation for Test Administration

Manuals

The *Online Writing Test Administrator Manual* outlines all of the steps to be followed before, during, and after test administration. Understanding of and compliance with each of these steps is vital for a successful NECAP administration. Please read this manual to become familiar with the test administration procedures before testing begins.

The *NECAP Online Writing Pilot User Guide* provides details about the various components of online testing, including working in the Proctor Test Workstation and working in the Student Test Workstation. The guide is available for download on iServices (<http://iservices.measuredprogress.org>) or from the Data Administration System with a password obtained from your test coordinator. The Data Administration System also offers an Online Help feature, which is the searchable version of the *User Guide*.

Test Schedule

The pilot tests will be available from 7:00 a.m. on March 25 until 5:00 p.m. on April 5. The test coordinator in your school will arrange a testing schedule with you. All testing must be completed in this window.

Ideally, each test session should be administered when and where students are most likely to do their best. Test activities for each grade include time at the beginning of testing for general test instructions.

Test sessions must be taken in the order presented in this manual. Refer to the table on the following page for the order in which tests must be scheduled and administered.

Your test coordinator will schedule test sessions so they do not conflict with regularly scheduled daily activities such as recess, snack breaks, and lunch; sufficient time will be allowed for continuous administration of each test session. Refer to the table on the following page for the testing time information.

The Grade 11 NECAP Writing test sessions are designed to be completed in approximately 60 minutes. However, recognizing that students work at different rates, NECAP tests are not strictly timed. Students are allowed up to an additional 30 minutes per session, as long as they are working productively. Therefore, the schedule will allow 90 minutes of uninterrupted time for administering each test session.

If students complete a test session early, those students may go back and check work **in that session of the test only** or sit quietly and/or read appropriate reading materials. Students may not work on other classroom assignments. Test administrators should not activate any other session of the test. Since some students will finish early, it is important for them to be quietly occupied so they will not disturb those students who require more time.

Important Reminder: Test sessions must be scheduled in the order shown below. If you cannot test all students simultaneously, then you must take steps to maintain test security. Your school must have an appropriate number of technically compliant computers to accommodate your testing plan/schedule.

Testing Sessions and Time: Grade 11		
Test Session	Test Activity	Scheduled Time* (in minutes)
Writing Session 1	Testing (1 extended writing prompt)	90
Writing Session 2	Testing (1 extended writing prompt)	90

* Although 90 minutes are scheduled for each session, in past years of the paper-based test administration the vast majority of students finished in 75 minutes or less.

Prior to Test Administration

Equipment and Materials Permitted and Prohibited During Test Administration

The test coordinator and the test administrator are responsible for providing an appropriate testing environment for the assessment. Students may use **only** the materials permitted for the assessment. Allowable materials are listed in this manual at the beginning of the instructions for each test session.

Dictionaries of any type and/or thesauruses are not allowed during any session of the assessment, except for word-to-word translation dictionaries allowed as an accommodation for students who are English language learners.

Preparing Students and the Test Site

To prepare your students for the assessment, you should:

- Inform students of the types of questions included in the test:
 - Questions will require students to type an answer in the response box.
 - Students have approximately three pages (or a maximum of 2,400 characters) for each extended response item
 - Students are not required to use a certain number of characters; the character counter is for informational purposes only

To prepare the test site for the assessment, you should:

- Ensure that student workstations are ready for testing; when using laptops, this includes making sure devices are fully charged
- Ensure that students have sufficient space, and that computer monitors are repositioned to prevent students from seeing each other’s work
- Remove or cover any displayed materials in the classroom or on student workstations that would interfere with proper test administration
- Obtain scratch paper and writing implements for each student you will be testing
- Obtain your login information for the Proctor Test Workstation from your test coordinator
- Familiarize yourself with the functionality of the Proctor Test Workstation
- Obtain a printed Student Login Ticket from your test coordinator for each student assigned to you for testing

Just prior to testing, you should:

- Review the session scripts that you will read to students during testing
- Post a “Testing – Please do not disturb” sign on the classroom/lab door
- Instruct students to clear their workspaces of books and other materials not needed during testing
- Distribute scratch paper and writing implements to students for the current session
- Obtain the Test Access Code for the appropriate session of the test from your Proctor Test Workstation

If you have questions about student computers, see your technology coordinator. If you have questions about Student Login Tickets, the Proctor Test Workstation, or any other facet of administering the pilot tests, see Appendix A of this manual or your test coordinator, or reference selections from the suite of training materials available at <http://iservices.measuredprogress.org/> or via the Data Administration System.

Available Materials (Location/Tab)	Who Should Use Them	What Are They? What Are They Used For?
Spring 2013 Quick Start Guide (Online Administration Materials)	Any role	A summary of basic facts and resources for all components of the pilot administration, including workflows
Proctoring a Test: Quick Reference Guide (Online Administration Materials)	Test Administrator	A step-by-step guide to proctoring a test session; mirrors the steps in the OTAMs
Online Test Administrator Manuals (OTAMs)	Test Administrator	Grade-specific manuals, including scripts, used to administer the pilot test
Training Presentation for Test Administrators (Training Materials)	Test Administrator	A recorded webinar that covers a test administrator’s role and responsibilities for the pilot test
STW-PTW Interaction Video* (Training Materials) <i>*There is no narration for this video.</i>	Test Administrator	A brief video demonstration of the virtual interaction between the student and the proctor systems during a test session
Student Training Video* (Training Materials) <i>*There is no narration for this video.</i>	Test Administrator	A brief video demonstration of the student system during a test session
NECAP Online Writing Pilot User Guide (Online Administration Materials)	Any role	A complete guide to all components of the iTest system and the pilot administration
NECAP Online Help Feature	Any role	A searchable version of the User Guide; located exclusively on the Data Administration System (DAS)

During Testing

Test Administration

The following pages detail the procedures to be followed for each session of the test. To ensure a consistent, standardized, and accurate test administration, a “script” (material to read aloud to students) is provided for each session. The script text is printed in bold type inside of shaded boxes. Directions to you within the scripts are in regular type inside of parentheses. **Read the scripts exactly as they are written.**

Explain to the students that during the test sessions you are the test administrator and are required to follow directions exactly. While you might normally be able to answer any questions they may have or help them with their work, this is not allowed during the test. Once the test session is over, you will be able to help them once again, as long as they do not ask about any test questions. Explain that it is unethical for them or you to discuss test questions with anyone and that they should take the test seriously.

Directions to the students should only take a few minutes so that most of the students’ time can be spent answering questions. Be sure that students clearly understand all of the directions before you begin testing.

Monitoring Test Sessions

During each session of the test, test administrators should monitor the Proctor Test Workstation **and** walk around the room and check that students are logged in correctly, that their names appear in the upper right corner of the screen, and that they are working appropriately by clicking to the next item when necessary, typing answers in the response box, and not spending too much time on any one item. As always, if you have a concern or are unsure how to proceed, please contact your test coordinator.

Remember that the questions you are permitted to answer are:

- Questions about test navigation within the Student Test Workstation
- Requests to pronounce single words that students do not recognize (words must be pronounced in English)

If you notice any testing irregularities, please contact your test coordinator.

IMPORTANT REMINDERS FOR TEST ADMINISTRATORS:

Test administrators may not help students in any way, except during the general instructions or as specified in this manual. **Test administrators may assist a student if a technology issue has occurred.** Under no circumstances are students to be prompted to revise, edit, or complete any test questions during or after testing.

Once a student has completed a session and is waiting to log out of the online testing system, test administrators may not view student responses.

When a student has reached the End of Session screen, test administrators should instruct the student to review his or her online responses before authorizing him or her to sit quietly and/or read appropriate reading materials.

Writing — Session 1

Estimated Time: 60 Minutes

(Up to 30 minutes additional time may be allowed)

Materials needed: Student Login Tickets, scratch paper, pen or pencil

Materials allowed: Appropriate reading materials for students who finish testing early

NOTE: Dictionaries, textbooks, thesauruses, etc. **are not** allowed during any part of this session

Student computers MUST have the Student Test Workstation (STW) open prior to reading the scripts below. Each student’s computer should be on the initial login screen. If you need assistance opening the STW, please contact your technology coordinator or reference the *Proctoring a Test: Quick Reference Guide* (available at <http://iservices.measuredprogress.org>).

NOTE: If Firefox displays a Block List page upon opening the STW, press CTRL+Tab on the student’s machine to access the login page. The student will then be able to log in as normal when prompted in the script.

Test administrators MUST be logged into the Proctor Test Workstation (PTW) prior to reading the scripts below. Log into the PTW by following these steps:

1. Access the PTW login page: <https://necap.measuredprogress.org/tds/proctor>
2. Enter your **User Name** and **Password** as provided by your test coordinator
3. Click “**Login**” to open the Test Selection page
4. Select “**Grade 11 Writing Session 1**” from the AVAILABLE Test Sessions list

You are now logged into the PTW and are ready to administer this test session by reading the scripts and following the steps below.

1. Say to the students:

Do not touch the computers until you are instructed to do so. Today, you will be tested in writing. In Session 1, you will be asked to write an extended response to a writing prompt. You will have the equivalent of about three pages, or a maximum of 2400 characters, to type your response. Be sure to plan your response to the writing prompt. You may use your scratch paper to plan your writing, but only what you type in the response box will be recorded. Your scratch paper will be collected at the end of the session. Does anyone have any questions? (Answer any questions students have about the directions.)

2. Say to the students:

It will probably take you about 60 minutes to complete this session of the test, but you can have more time if you want it. When you come to the End of Session screen, you may continue to edit and revise your work in this session as needed. Are there any questions? (Answer any questions students have about the directions.)

3. **Distribute a Student Login Ticket to each student.**

Student Login Ticket

Student: XX
User Name: XX
Password: XX
Grade: XX

Please wait for instructions before starting.

Say to the students:

Please look at the Student Login Ticket I have just given you. Make sure the ticket has your name on it. Please raise your hand if you do not have the correct Student Login Ticket. (Ensure that all students have the correct tickets.) Your Student Login Ticket provides you with your User Name and Password to take this test. Find your User Name and Password on your Student Login Ticket and enter them in the boxes on your screen. When the information on the screen matches the information on your Student Login Ticket, click the “Login” button.

4. Once all students have successfully logged into the system, **post the Test Access Code at the front of the room.** The Test Access Code is specific to the test event you are administering.



5. Say to the students:

You will now enter a Test Access Code in the box labeled “Enter a code from the proctor.” The code is (Read the Test Access Code to the students and direct them to the posted version.) After you have entered the code, click “Start Test.” Wait to go on until you are instructed to do so.

6. Ensure that each student’s name appears on your Proctor Test Workstation. Each student’s “Status” should say “Cover.” Students should be viewing the screen that reads “Grade 11 Writing – Session 1.” Say to the students:

Your screen should read “Grade 11 Writing – Session 1.” Raise your hand if you are on the wrong screen. (Make sure all students are appropriately logged in and are on the first screen. Refer to the *NECAP Online Writing Pilot User Guide* or contact your technology coordinator if students have trouble logging in.)

Click the green arrow labeled “Next” at the bottom of your screen. You will now see a list of tools. These tools are available for you to use while taking the test. If you need to, you can come back to this screen at any time.

Click the green arrow labeled “Next” again. You will now see an explanation of the buttons on the bottom of your screen, called the Test Map. There is only one extended writing prompt in this test session. If you need to, you can come back to this screen at any time.

Does anyone have any questions about how to navigate through the test? (Answer any questions students have about navigating the test.)

7. Say to the students:

This session of the test requires you to type your answer in a response box. Click in the box and begin typing. If you choose to go forward or back, your response will be saved. You will need to click on the “Continue Working” button to type in the box again. As you type you will have the equivalent of about three pages, or a maximum of 2400 characters, for your written response. Your answer does not have to contain a certain number of characters. The character counter is for your information only.

When you have reached the end of the test session, you may still go back and review your writing. After you are finished, click forward to the End of Session screen. Do not touch your computer again until you are instructed to do so. Please sit quietly and read until everyone is finished. Do not attempt to exit the test until you are instructed to do so.

Does anyone have any questions? (Answer any questions students have about the directions.)

8. On your Proctor Test Workstation, select “Session 1” from the dropdown menu and click the blue “Go” button. Students can now access the test question.



Say to the students:

You may begin.

9. While students are working, actively proctor the testing environment and be security conscious. Walk around the room to make sure that each student is logged into the correct test and is at the correct workstation. Do this by checking to see if the name located at the top right of the computer screen and on the Student Login Ticket matches the name of the student sitting at the workstation.
10. Students should be allowed to continue working up to 90 minutes as long as they are working productively. You may decide to end the session at any point after 60 minutes if all students have completed the session. Ensure that students who have finished are quiet so they will not disturb those students who require more time.

Reminder: Once a student has completed a session and is waiting to log out of the online testing system, you may not review the student’s responses.

NOTE: In urgent or other special circumstances, you may remove a single student from the test session. Do so by clicking the arrow button in the Remove Student column on your Proctor Test Workstation beside the student’s name you wish to remove. Confirm “Yes” to remove that student.

Current Section: Session 1		
Remove Student	First Name	Last Name
←	Test	StudentB
←	Test	StudentA

Refer to the *NECAP Online Writing Training Presentation for Test Administrators* (available at <http://iservices.measuredprogress.org>) for additional information.

11. At the end of the test session, say to the students:

I will now end the test session. If you have not done so already, please click forward to the last screen in the Test Map which says “End of Session.”

12. In your Proctor Test Workstation, **select “Close Test” from the dropdown menu and click the blue “Go” button** to move students onto the Finished Working screen. Note: Selecting “Close Test” will end the test session for ALL students. Make sure everyone is finished before you make this selection.



Say to the students:

You will now see a red stop sign on the Finished Working screen. Click on the red button labeled “Complete” in the Test Map. (In your Proctor Test Workstation, each student’s “Status” should now say “Test Complete.”)

Next, click the yellow button labeled “Close.” (In your Proctor Test Workstation, each student’s “Status” should now be blank.)

Finally, click “Logout.” (In your Proctor Test Workstation, student names will disappear from the testing roster as students log out.)

Wait quietly at your seat while the Student Login Tickets and scratch paper are collected.

13. Verify that **all** students are logged out of the Student Test Workstation. When all students have successfully logged out, in your Proctor Test Workstation **click the “End Session” button, and then click “OK”** to end the test session.



14. In your Proctor Test Workstation, **click “Done”** to exit the Session 1 test screen.
15. If you are **not** going on to the next session immediately, in your Proctor Test Workstation **click “Logout.”** Collect the Student Login Tickets and scratch paper. Instruct students to shut off their computers, if appropriate. Laptops should be moved to a charging cart or otherwise plugged in. Store the Student Login Tickets in a secure location until you are ready to begin Session 2.

If you **are** going on to Session 2 after a short break, instruct students to set their Student Login Ticket and scratch paper aside until you begin the next session.

Writing — Session 2

Estimated Time: 60 Minutes

(Up to 30 minutes additional time may be allowed)

Materials needed: Student Login Tickets (the same tickets from Session 1 can be used again),
scratch paper, pen or pencil

Materials allowed: Appropriate reading materials for students who finish testing early

NOTE: Dictionaries, textbooks, thesauruses, etc. **are not** allowed during any part of this session

Student computers MUST have the Student Test Workstation (STW) open prior to reading the scripts below. Each student’s computer should be on the initial login screen. If you need assistance opening the STW, please contact your technology coordinator or reference the *Proctoring a Test Quick Reference Guide* (available at <http://iservices.measuredprogress.org>).

NOTE: If Firefox displays a Block List page upon opening the STW, press CTRL+Tab on the student’s machine to access the login page. The student will then be able to log in as normal when prompted in the script.

Test administrators MUST be logged into the Proctor Test Workstation (PTW) prior to reading the scripts below. Directions for logging into the PTW are included in Writing – Session 1 on page 7 of this manual.

1. Say to the students:

Do not touch the computers until you are instructed to do so. You will begin Session 2, the last part of the writing test, shortly. In this session, you will be asked to write an extended response to a writing prompt. You will have the equivalent of about three pages, or a maximum of 2400 characters, to type your response. Be sure to plan your response to the writing prompt. You may use your scratch paper to plan your writing, but only what you type in the response box will be recorded. Your scratch paper will be collected at the end of the session. Does anyone have any questions? (Answer any questions students have about the directions.)

2. Say to the students:

It will probably take you about 60 minutes to complete this session of the test, but you can have more time if you want it. When you come to the End of Session screen, you may continue to edit and revise your work in this session as needed. Are there any questions? (Answer any questions students have about the directions.)

3. **Distribute a Student Login Ticket to each student.** The same Student Login Tickets from Session 1 can be used again.

Student Login Ticket

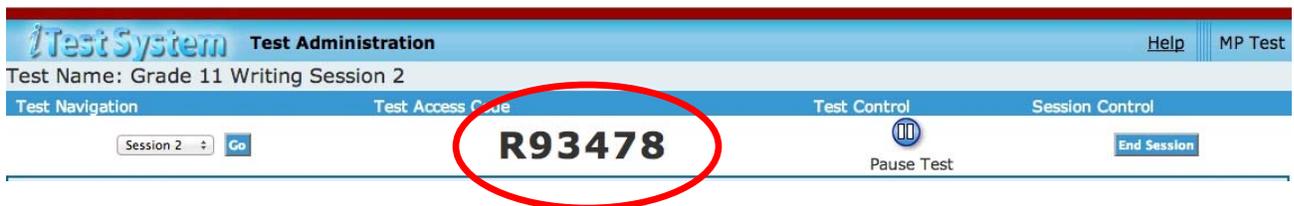
Student: XX
User Name: XX
Password: XX
Grade: XX

Please wait for instructions before starting.

Say to the students:

Please look at the Student Login Ticket I have just given you. Make sure the ticket has your name on it. Please raise your hand if you do not have the correct Student Login Ticket. (Ensure that all students have the correct tickets.) Your Student Login Ticket provides you with your User Name and Password to take this test. Find your User Name and Password on your Student Login Ticket and enter them in the boxes on your screen. When the information on the screen matches the information on your Student Login Ticket, click the “Login” button.

4. Once all students have successfully logged into the system, **post the Test Access Code at the front of the room.** The Test Access Code is specific to the test event you are administering.



5. Say to the students:

You will now enter a Test Access Code in the box labeled “Enter a code from the proctor.” The code is (Read the Test Access Code to the students and direct them to the posted version.) After you have entered the code, click “Start Test.” Wait to go on until you are instructed to do so.

6. Ensure that each student’s name appears on your Proctor Test Workstation. Each student’s “Status” should say “Cover”. Students should be viewing the screen that reads “Grade 11 Writing – Session 2”. Say to the students:

Your screen should read “Grade 11 Writing – Session 2.” Raise your hand if you are on the wrong screen. (Make sure all students are appropriately logged in and are on the first screen. Refer to the *NECAP Online Writing Pilot User Guide* or contact your technology coordinator if students have trouble logging in.)

Click the green arrow labeled “Next” at the bottom of your screen. You will now see a list of tools. These tools are available for you to use while taking the test. If you need to, you can come back to this screen at any time.

Click the green arrow labeled “Next” again. You will now see an explanation of the buttons on the bottom of your screen, called the Test Map. There is only one extended writing prompt in this test session. If you need to, you can come back to this screen at any time.

Does anyone have any questions about how to navigate through the test? (Answer any questions students have about navigating the test.)

7. Say to the students:

This session of the test requires you to type your answer in a response box. Click in the box and begin typing. If you choose to go forward or back, your response will be saved. You will need to click on the “Continue Working” button to type in the box again. As you type you will have the equivalent of about three pages, or a maximum of 2400 characters, for your written response. Your answer does not have to contain a certain number of characters. The character counter is for your information only.

When you have reached the end of the test session you may still go back and review your writing. After you are finished, click forward to the End of Session screen. Do not touch your computer again until you are instructed to do so. Please sit quietly and read until everyone is finished. Do not attempt to exit the test until you are instructed to do so.

Does anyone have any questions? (Answer any questions students have about the directions.)

8. On your Proctor Test Workstation, select “Session 2” from the dropdown menu and click the blue “Go” button. Students can now access the test question.



Say to the students:

You may begin.

11. While students are working, actively proctor the testing environment and be security conscious. Walk around the room to make sure that each student is logged into the correct test and is at the correct workstation. Do this by checking to see if the name located at the top right of the computer screen and on the Student Login Ticket matches the name of the student sitting at the workstation.
12. Students should be allowed to continue working up to 90 minutes as long as they are working productively. You may decide to end the session at any point after 60 minutes if all students have completed the session. Ensure that students who have finished are quiet so they will not disturb those students who require more time.

Reminder: Once a student has completed a session and is waiting to log out of the online testing system, you may not review the student’s responses.

NOTE: In urgent or special circumstances, you may remove a single student from the test session. Directions for removing a single student are included in Writing – Session 1 on page 10 of this manual.

13. At the end of the test session, say to the students:

I will now end the test session. If you have not done so already, please click forward to the last screen in the Test Map which says “End of Session.”

14. In your Proctor Test Workstation, select “Close Test” from the dropdown menu and click the blue “Go” button to move students onto the Finished Working screen. Note: Selecting “Close Test” will end the test session for ALL students. Make sure everyone is finished before you make this selection.



Say to the students:

You will now see a red stop sign on the Finished Working screen. Click on the red button labeled “Complete” in the Test Map. (In your Proctor Test Workstation, each student’s “Status” should now say “Test Complete.”)

Next, click the yellow button labeled “Close.” (In your Proctor Test Workstation, each student’s “Status” should now be blank.)

Finally, click “Logout.” (In your Proctor Test Workstation, student names will disappear from the testing roster as students log out.)

Wait quietly at your seat while the Student Login Tickets and scratch paper are collected.

15. Verify that **all** students are logged out of the Student Test Workstation. When all students have successfully logged out, in your Proctor Test Workstation **click the “End Session” button, and then click “OK”** to end the test session.



16. In your Proctor Test Workstation, **click “Done”** to exit the Session 2 test screen.
17. In your Proctor Test Workstation **click “Logout.”** Collect the Student Login Tickets and scratch paper. If you **are** going on to the online writing Student Questionnaire immediately, follow the instructions on the following page.

If you are **not** going on to the online writing Student Questionnaire immediately, instruct students to shut off their computers, if appropriate.

Online Writing Student Questionnaire

Estimated Time: 10 Minutes

Materials needed: Access to the internet on student computers. The questionnaire is available at: <https://www.research.net/s/Spr2013Student>.

NOTE: The Student Questionnaire is optional in Vermont.

1. Post the web address <https://www.research.net/s/Spr2013Student> at the front of the room. Student computers must be able to access the internet. Say to the students:

Do not touch the computers until you are instructed to do so. You are now going to complete a Student Questionnaire about the online writing test. There are no right or wrong answers to these questions, so you should select the answers that are true for you. If you do not feel comfortable answering a question, leave it blank. If you want help reading or understanding any questions, please raise your hand.

2. Note: If you feel it would be helpful and more efficient for your students, you may choose to read the questionnaire aloud. Say to the students:

Access the internet on your computer and type in the address <https://www.research.net/s/Spr2013Student> (You may help the students access the site for the questionnaire.)

The top of your screen should read “Spring 2013 NECAP Online Writing Pilot: Student Questionnaire.” (Make sure all students are on the appropriate screen.) Click the grey “Next” button. You may begin.

3. Circulate and check to make sure all students are progressing through the questionnaire appropriately. Help students read and understand questions, if necessary.
4. After students complete the online writing Student Questionnaire, instruct students to shut off their computers, if appropriate.

After Testing

1. Recycle or throw away all Student Login Tickets and scratch paper from each session of the test. (During the October test, all scratch paper must be collected and securely returned to Measured Progress.)
2. Complete the Test Administrator survey about the online pilot testing experience. The survey link is available at <http://iservices.measuredprogress.org/> or from your Test Coordinator.

Thank you for your help in administering the
NECAP Online Writing Pilot.

Appendix A: Online Testing System Information

Download the *NECAP Online Writing Pilot User Guide* from the DAS or from <http://iservices.measuredprogress.org> for detailed information on each of the iTest parts described in this appendix.

Data Administration System (DAS): <https://necap.measuredprogress.org/das>

- Requires a login, which was provided via e-mail to each school’s principal on March 18
- Manage staff data: Test Administrators are manually added to the system
- Manage student data: students are preloaded by school; additional students can be manually added
- Print **Student Login Tickets**
- Access documentation and other administration and training resources
- Test Administrators can access the DAS to view trainings and download materials after their Test Coordinator has created accounts for them

Proctor Test Workstation (PTW): <https://necap.measuredprogress.org/tds/proctor>

- Requires a login, which is created within the Data Administration System by the Test Coordinator
- Used to administer tests to students
- Each test session generates a unique **Test Access Code**; this code is the link between the STW and the PTW, and is what allows students to access to the test
- Test Administrators can view all students who are logged into each test
- Start, pause, and end test sessions

Student Test Workstation (STW) software:

- Uses Firefox Portable Kiosk (FPK). This is installed as part of the STW.
- STW operates in a secure “kiosk” mode so students cannot access other applications
- Browser-based software
- Requires a login with **Student Login Tickets**, which are created within the Data Administration System
- Access to the test session requires a **Test Access Code** provided by the Test Administrator from the Proctor Test Workstation

Test Access Codes

After a Test Administrator opens a test session, a Test Access Code is available at the top of the screen within the PTW:



The Test Access Code is a randomly generated set of characters used for students to enter a specific test session. Each time a proctor exits a test session and re-enters the test, the access code changes to a new randomly generated set of characters.

Student Login Tickets

Every student needs a Student Login Ticket with his/her Name, User Name, Password, and Grade preprinted on it. You will need to distribute the tickets, as described in the Test Administrator script in this *Online Test Administrator Manual*.

Student Login Tickets may be printed in a few different formats, depending on local preferences. They will be produced as a PDF file and are available for download from the Data Administration System (DAS). Details about how to generate the Student Login Tickets appear in the *NECAP Online Writing Pilot User Guide*.

Student Login Ticket

Student: XX
User Name: XX
Password: XX
Grade: XX

Please wait for instructions before starting.

Use of Student Test Map

Once a student has entered his or her Username, Password, and Test Access Code, the student will be granted access to the test. The test map allows students to perform a range of functions, which are briefly described below:

- View the status of each test question. Statuses that can be displayed for a test question are:
 - Unanswered
 - Answered
 - Flagged Unanswered
 - Flagged Answered
- Move to any item in the test session (including those marked for review).
- View general directions.
- Access any available tools, e.g. highlighter, eraser
- Exit the test—available at the end of the test

Appendix B: Online Test Session Work Flow

