

NCSC Assessment System User Guide for Test Administrators 9/16/2014 2:01 PM

Prepared for:



National Center and State Collaborative

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Get Started

This section helps you to get started.

Document Overview

This document is a simple, quick guide meant to familiarize Test Administrators with the NCSC Assessment System features and provide directions on how to perform various functions. This document contains step-by-step actions that **Test Administrators** will perform.

Additional Support

For additional support or questions about this document, please contact:

NCSC Pilot 2 Test Help Desk

Phone: 888-630-9145

Email: ncsc_helpdesk@ctb.com

What is the NCSC Assessment System?

The NCSC Assessment System is the online system used to administer the NCSC Alternate Assessments based on Alternate Achievement Standards (AA-AAS) to participating students.

NCSC Assess System Website

You can access the system using the following link:

<https://teacher-ncscpartners.ctb.com>

Test Administrator (TA) Checklist

Test Administrators will be required to perform certain functions within the system. You can use the following checklist for Pilot 2 tasks. The tasks with the warning icon (⚠️) are due during the enrollment period (Sep 15 – 26, 2014).

	Step	Description
1	⚠️ Get Started	- Familiarize yourself with resources such as the Test Administration Manual (TAM), this User Guide and the Directions for Test Administration (DTA)
2	⚠️ Access the system	- Use the provided URL to access the NCSC Assessment System
3	Student Demographics	- Access student profiles - Verify demographics information for accuracy
4	⚠️ Student LCI info	- Verify and complete the student LCI based on the directions contained in the Welcome Email received during the enrollment period. - This must be completed during the Sept 15-26, 2014 enrollment period. - All LCI must be verified and completed prior to testing students.
5	Complete Required Training	- Complete all required modules and attain score of 80% on the Final Quiz Training available from September 29 through November 14, 2014.
6	Student Accommodations-Before Test tab	- Access student profiles - Complete Accommodations-Before Test tab Must be done before testing students
7	Student Response Check (SRC)	- Access student profiles - Conduct student response check
8	Administer the test	- Oct 20-Nov 14, 2014
9	Student Accommodations-After Test tab	- Access student profiles - Complete Accommodations-After Test tab Must be done after testing students
10	End of test survey	- Complete end of test survey after testing each student

Access NCSC Assessment System

This section prepares you to access the NCSC Assessment System for the first time.

Where to Start

When a new user account is created in the system, the user will receive an automated Welcome email that contains a temporary URL.

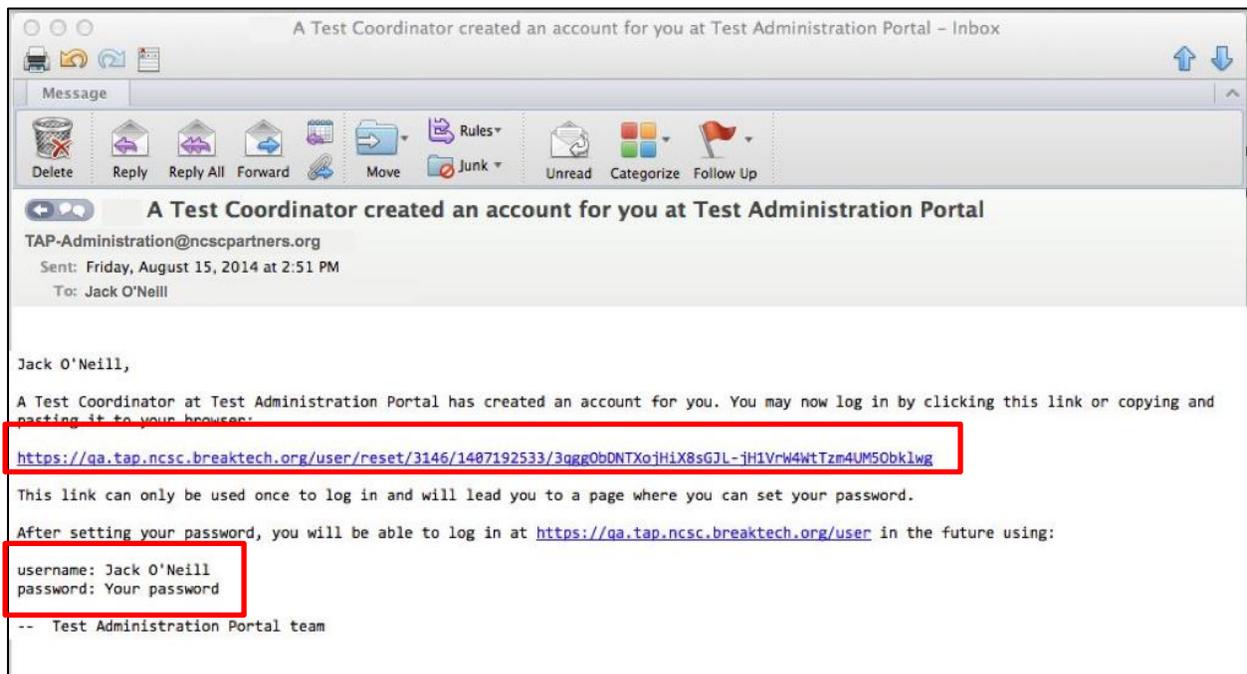
If a Test Administrator account is created via the Users File Upload process, the system sends the start-up email automatically.

If a user account is created manually, the Test Coordinator who created the account will select the Send Email checkbox. The system sends the Welcome Email to the TA for whom the checkbox has been selected. The email will come from:

NCSC_helpdesk@ctb.com.

Please check with your Test Coordinator to determine when you should receive the Welcome Email.

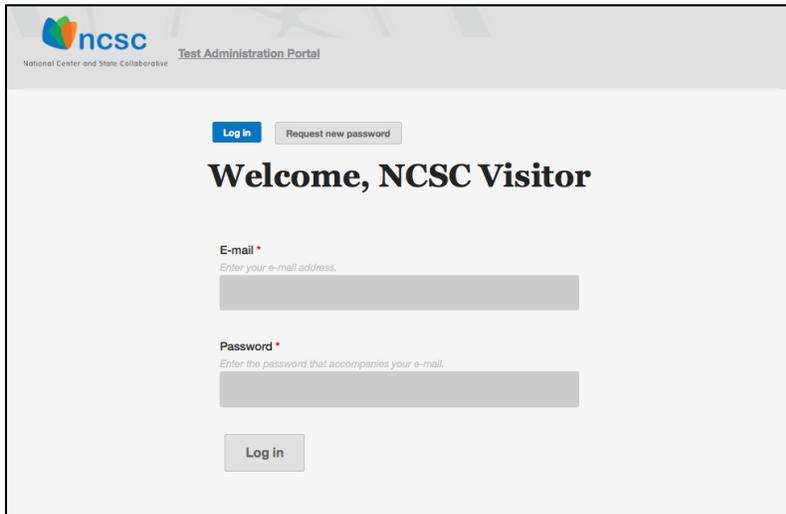
When you receive the Welcome Email it will contain instructions on how to gain access to the system and next steps that must be taken. To begin, you must click on the link within the email. (note: email below is an example of the Welcome Email but not an exact replication of what you will actually receive).



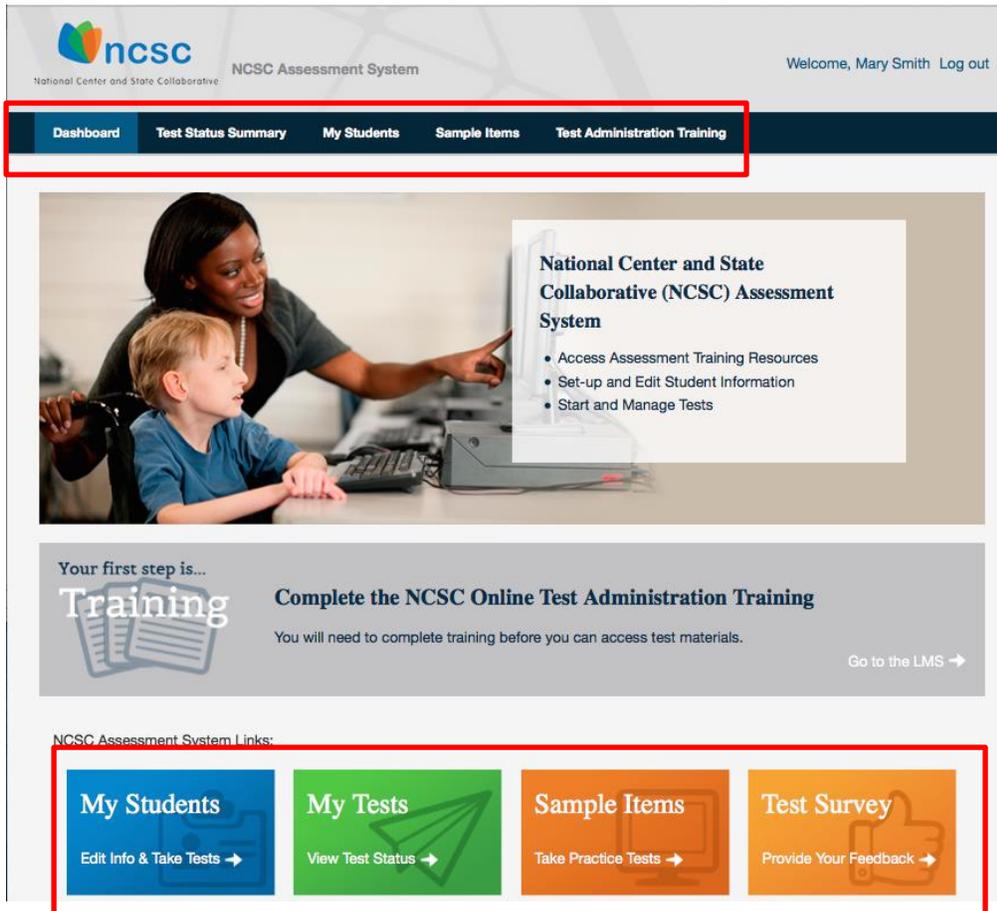
Note that the username is always the email address from which you received the Welcome Email. When you click on the link, you will be asked to create a password. This is the password you will use to log in to the NCSC Assessment System.

Access the NCSC Assessment System

Once your user account is created and you have created your password, you can access the NCSC Assessment System using the following URL <https://teacher-ncscpartners.ctb.com> at any time. The Login page will appear as seen below.



Enter your email address and password, and click **Log in** to access the secure NCSC Assessment System.



Once logged in, the system opens the Dashboard page by default.

You can navigate within the system using the top navigation bar or by clicking on the blocks at the bottom of the screen.



As Test Administrators you will have access to the following menu options:

- Dashboard – this will return you to the home page or dashboard.
- Test Status Summary – this page provides an aggregated snap shot of all the tests your students are assigned to, the number of students assigned to each test, and the status of the test.

- My Students – this page provides access to your students, test materials (such as the Directions for Test Administration) and enables you to start the student tests on the computer.
- Test Administration Training – this page provides the training modules required for all users and allows you to take the required final quiz.
- Sample Items – this page contains a few sample items which can be used to practice the online navigation, test students’ assistive technology (AT) devices etc. before launching the actual test.

Dashboard

Dashboard is the first page you will access when logged into the NCSC Assessment System. Clicking on the Dashboard button in the top navigation bar will always return you to the home page (Dashboard).



The screenshot shows the NCSC Assessment System dashboard. At the top left is the NCSC logo and the text "National Center and State Collaborative". To the right of the logo is "NCSC Assessment System". Further right is the user greeting "Welcome, Mary Smith" and a "Log out" link. Below this is a dark navigation bar with buttons for "Dashboard", "Test Status Summary", "My Students", "Sample Items", and "Test Administration Training". The "Dashboard" button is highlighted with a red box. Below the navigation bar is a large banner image of a woman pointing at a computer screen while a young boy looks on. Overlaid on the right side of the banner is a white box with the text "National Center and State Collaborative (NCSC) Assessment System" and a bulleted list: "Access Assessment Training Resources", "Set-up and Edit Student Information", and "Start and Manage Tests". Below the banner is a grey box with the text "Your first step is... Training" and "Complete the NCSC Online Test Administration Training". It also says "You will need to complete training before you can access test materials." and has a "Go to the LMS" link with a right arrow. At the bottom, under the heading "NCSC Assessment System Links:", there are four colored buttons: "My Students" (blue) with "Edit Info & Take Tests" and a right arrow; "My Tests" (green) with "View Test Status" and a right arrow; "Sample Items" (orange) with "Take Practice Tests" and a right arrow; and "Test Survey" (orange) with "Provide Your Feedback" and a right arrow.

Test Status Summary

This page provides you with a summary of each test to track and monitor testing progress during test administration. You will only have access to the tests that are assigned to your students that pertain to your role’s permissions. For example:

- If you have access at the school level, you will see test summary information for all students in the school. If you only have access to a single classroom, you will see test summary information for only the students in that classroom.

Let’s take a look at this page for more information.

<p>Test Status Summary</p> <p>Click on Test Status Summary from the navigation panel at the top, or click on the My Tests button from the bottom of the page.</p>																																											
<p>Test Status Summary View. This page will list, from left to right:</p> <ul style="list-style-type: none"> ➤ Test Name (use arrow to sort) ➤ Test Window Ending Date ➤ Assigned Students – total number of students assigned to the test. If classes have been created in your school for which you’ve been assigned, you will only see the students in your class(es). If classes have not been created, you will see the total number of students in the school. 	<p>Test Status Summary</p> <p>Five Points Elementary School (120) Please select organization.</p> <p>Filter all columns</p> <table border="1"> <thead> <tr> <th>Test Name</th> <th>Test Window Ending Date</th> <th>Assigned Students</th> <th>Not Started</th> <th>In Progress</th> <th>Submitted</th> <th>Closed</th> </tr> </thead> <tbody> <tr> <td>ELA P1 Grade 03</td> <td>2014-12-31</td> <td>36</td> <td>36</td> <td>0</td> <td>0</td> <td>0</td> </tr> <tr> <td>ELA P1 Grade 04</td> <td>2014-12-31</td> <td>36</td> <td>36</td> <td>0</td> <td>0</td> <td>0</td> </tr> <tr> <td>ELA P1 Grade 05</td> <td>2014-12-31</td> <td>36</td> <td>36</td> <td>0</td> <td>0</td> <td>0</td> </tr> <tr> <td>ELA P1 Grade 06</td> <td>2014-12-31</td> <td>36</td> <td>36</td> <td>0</td> <td>0</td> <td>0</td> </tr> <tr> <td>ELA P1 Grade 07</td> <td>2014-12-31</td> <td>36</td> <td>36</td> <td>0</td> <td>0</td> <td>0</td> </tr> </tbody> </table>	Test Name	Test Window Ending Date	Assigned Students	Not Started	In Progress	Submitted	Closed	ELA P1 Grade 03	2014-12-31	36	36	0	0	0	ELA P1 Grade 04	2014-12-31	36	36	0	0	0	ELA P1 Grade 05	2014-12-31	36	36	0	0	0	ELA P1 Grade 06	2014-12-31	36	36	0	0	0	ELA P1 Grade 07	2014-12-31	36	36	0	0	0
Test Name	Test Window Ending Date	Assigned Students	Not Started	In Progress	Submitted	Closed																																					
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ELA P1 Grade 04	2014-12-31	36	36	0	0	0																																					
ELA P1 Grade 05	2014-12-31	36	36	0	0	0																																					
ELA P1 Grade 06	2014-12-31	36	36	0	0	0																																					
ELA P1 Grade 07	2014-12-31	36	36	0	0	0																																					

<ul style="list-style-type: none"> ➤ Not Started – the test has not been started online ➤ In Progress – the test has been started online. ➤ Submitted – the number of tests that have been submitted online. ➤ Closed – the number of tests closed by the TA for various reasons (see the <i>Close a Test</i> section in this UG for more information). 	Test Name	Test Window Ending Date	Assigned Students	Not Started	In Progress	Submitted	Closed
	ELA P1 Grade 03	2014-12-31	36	36	0	0	0
	ELA P1 Grade 04	2014-12-31	36	36	0	0	0
	ELA P1 Grade 05	2014-12-31	36	36	0	0	0
	ELA P1 Grade 06	2014-12-31	36	36	0	0	0
	ELA P1 Grade 07	2014-12-31	36	36	0	0	0

My Students

Use this page to access student profile information (demographics, LCI, Accommodations and Student Response Check), test materials (such as the Directions for Test Administration), and to start/resume the student tests.

- If you have access at the school level, you will see a list of all students in the school. If you only have access to a single classroom, you will only see the list of students in that class.

<p>My Students</p> <p>Click on My Students from the navigation panel at the top or the button at the bottom of the main page</p>	
	<p>Dashboard Test Status Summary My Students Sample Items</p> <p>Test Administration Portal Links:</p> <ul style="list-style-type: none"> <li style="border: 1px solid red; padding: 5px;"> <p>My Students</p> <p>Edit Info & Take Tests →</p> <li style="padding: 5px;"> <p>My Tests</p> <p>View Test Status →</p> <li style="padding: 5px;"> <p>Sample Items</p> <p>Take Practice Tests →</p> <li style="padding: 5px;"> <p>Test Survey</p> <p>Provide Your Feedback →</p>

The My Students page list will display from left to right:

- **Student ID**
- **Student First Name**
- **Student Last Name**
- **Test Name** – tests that are assigned
- **Test Due Date**
- **Test Status** – status is the same as displayed in the Test Status summary: Not started, In progress, Submitted or Closed.
- **Test Administrator Name** – name of the TA that has started the test for the student.
- **Actions** – start test, resume test, print test, print Directions for Test Administrators (DTA), go to student profile.

My Students

All (1) Please select organization.

Add Student

Filter all columns

Student ID	Student First Name	Student Last Name	Test Name	Test Due Date	Test Status	Test Administrator	Actions
3	Devyn	Yewell	Math Test	2014-12-31	In progress	valerie valenti	Actions
3	Devyn	Yewell	ELA Test	2014-12-31	Not started		Actions
4	Gerard	Bunger	Math Test	2014-12-31	In progress	Claudia Donovan	Actions
4	Gerard	Bunger	ELA Test	2014-12-31	Submitted	Claudia Donovan	

Note: This screen shot is for illustrative purposes and may not be an exact representation for the Pilot 2 Test.

We will review the Actions and required steps a Test Administrator must complete in more detail in the [Administer and Navigate Pilot 2 Test Section](#)

Sample Items

This page will provide online access to sample items which you can use to become familiar with the online test navigation, test student's assistive technology devices, and practice with students.

Sample Items

Click on **Sample Items** from the navigation panel at the top or from the main page

The screenshot shows a navigation bar with four items: Dashboard, Test Status Summary, My Students, and Sample Items. The 'Sample Items' item is highlighted with a red box. Below the navigation bar, there are four tiles: My Students (Edit Info & Take Tests), My Tests (View Test Status), Sample Items (Take Practice Tests), and Test Survey (Provide Your Feedback). The 'Sample Items' tile is also highlighted with a red box.

Everyone will have access to the same set of sample items. There are sets of items for math and ELA representing each grade band.

You can access sample items at any time.

System Sample Items

Assessment	Actions
Sample Math Items - Grade 3	Actions
Sample Math Items - Grade 6	Actions
Sample Math Items - Grade 11	Actions
Sample ELA Items - Grade 8	Actions
Sample ELA Item - Grade 11	Actions
Sample ELA Items - Grade 4	Actions

To view the sample items online

- Click on **Actions**
- Select **Start Test**

To print the sample items:

- Click on **Actions**
- Select **Download PDF**

System Sample Items

Assessment	Actions
Sample Math Items - Grade 3	Actions
Sample Math Items - Grade 6	Start Test Download PDF
Sample Math Items - Grade 11	Actions

This is an example of the sample item as it will appear online. You will navigate through these items as you would the real test. Use these sample items to practice with students, practice with assistive technology devices, and to become familiar with the online navigation.

What part of the fraction circle is shaded?

$\frac{1}{2}$

$\frac{1}{4}$

$\frac{1}{8}$

← Previous
Next →
⊗ ?

Valerie Valenti-Zapp
Valerie Sample Math Items / Session 1 / Item 1 of 2
Save & Exit

Test Administration Training

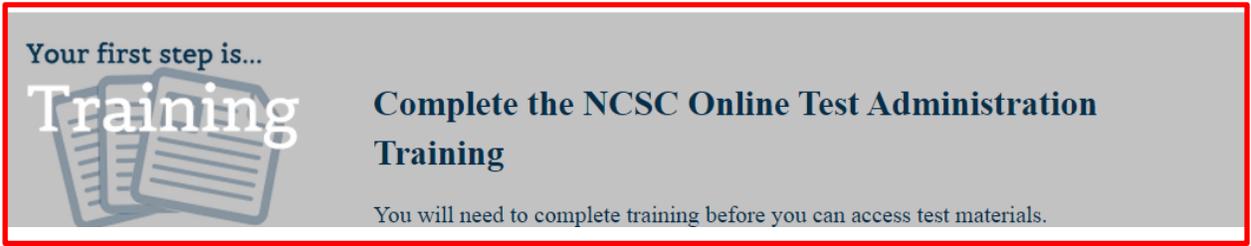
This page provides the training modules required for all users and allows you, the TA, to take the required final quiz.

Test Administration Training

Click on **Test Administration Training** from the navigation panel at the top of the page.



Or the **Training** button in the middle of the main page.



The system will take you to the training main page where you can access the training modules and take the final quiz.

We will review the Test Administration Training in more detail Before Test Required Steps – Access and Complete Required Training section.

Test Administration Training

Completion of training is an important step to learn about the features of the NCSC assessment system. Please take the training modules that correspond to your role as either Test Coordinator or Test Administrator. If you serve both roles, you will take the training modules for both.

- Test administrators must attain a score of 80% on the final quiz to be certified to administer the test.
- It is estimated that completion of all training modules and the final quiz will take approximately "1 time".

Please complete the [training evaluation](#) to help us make enhancements to the training for the Spring 2015 Operational Field test.

▼ NCSC Test Administration

<p>1</p> <p>Getting Started</p> <p>Test administration online training</p> <p>✓ Completed</p>	<p>2</p> <p>Accessing TAP</p> <p>TAP user account / practice test</p> <p>Complete Module</p>	<p>3</p> <p>Manage Roster</p> <p>View Students / Assigned Test Forms</p>
<p>4</p> <p>Launch a Test</p> <p>Navigation bar / pause / resume</p>	<p>5</p> <p>Complete Student Profile</p> <p>LCI / SAR / SRC</p>	

Note: This screen shot is for illustrative purposes and may not be an exact representation for the Pilot 2 Test.

Before Test Required Steps

Complete Student Demographics, LCI, Accommodations, and Student Response Check

This section prepares you to manage your students and their assigned tests.

Before administering tests to students, the Test Administrator is required to confirm the student demographic information for accuracy, verify and complete the Learner Characteristics Inventory (LCI), the Accommodations-BeforeTest and the Student Response Check (SRC) tabs located in the student's profile area. These tabs must be completed before the TA can administer a test to a student.

There are 5 tabs in the Student Profile:

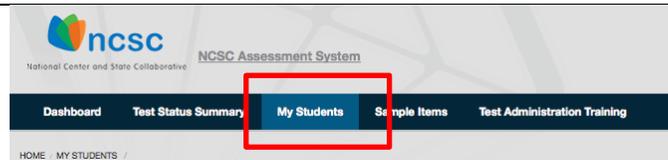
- **Demographics** - Contains general information about the student including the school/classroom assigned to the student. The student demographics tab will automatically be populated based on the student Enrollment file that was uploaded during Sept 15-26. However, it is still important to verify the information is correct prior to testing students and make any necessary corrections.
- **LCI** - This tab includes 16 learner characteristics. The LCI provides a description of the characteristics of the students who participate in the Pilot 2 Test. In many states, some of the LCI information will be completed during the Sept. 15 - 26, 2014 enrollment window by the state or district, but TAs are required to verify the information for accuracy. Other states will require the TA to complete the LCI during the enrollment window, Sept. 15 – 26. **The Welcome email you receive from the system indicates if you must complete the information in the LCI by September 26, 2014.**
- **Accommodations: Before Test** - You are required to complete this tab in the NCSC Assessment System by selecting all the accommodations that apply to the student. This section must be completed before you start an online or paper/pencil test for a student.
- **SRC** - The Student Response Check (SRC) tab allows you to launch a content-neutral test to observe the student response to the content neutral tasks, and respond to the follow-up questions. This section must be completed before you start an online or paper/pencil test for a student. Please refer to the Test

Administration Manual – Student Response Check section to determine if an SRC needs to be conducted for the students you will be testing.

- **Accommodations: After Test** Once the test is submitted, you will indicate the accommodations that the student actually used during the test administration.

Access Student Profile

To view the list of your students and gain access to their profile information to verify and complete the tabs mentioned above, click **My Students** in the top navigation bar.



The list of your students appears. If your user account is associated to more than 1 organization (classroom, school, or district), you will select one organization at a time to view only those students associated with that organization

My Students

Organization: VOLUNTOWN ELEMENTARY SCHOOL

Please complete the [end of test survey](#) for each student following completion of the test.

Add Student

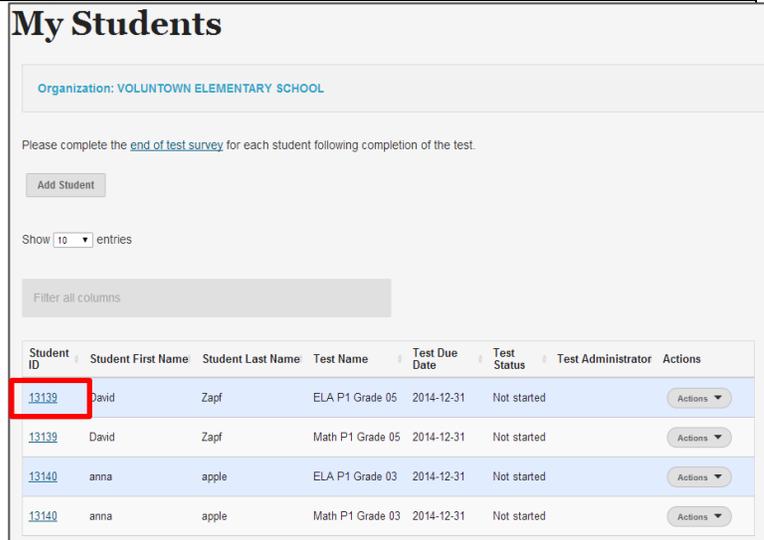
Show 10 entries

Filter all columns

Student ID	Student First Name	Student Last Name	Test Name	Test Due Date	Test Status	Test Administrator	Actions
13139	David	Zapf	ELA P1 Grade 05	2014-12-31	Not started		Actions
13139	David	Zapf	Math P1 Grade 05	2014-12-31	Not started		Actions
13140	anna	apple	ELA P1 Grade 03	2014-12-31	Not started		Actions
13140	anna	apple	Math P1 Grade 03	2014-12-31	Not started		Actions

View Student Demographics Tab

Find the student in the list and click on the **Student ID number**.



My Students

Organization: VOLUNTOWN ELEMENTARY SCHOOL

Please complete the [end of test survey](#) for each student following completion of the test.

Add Student

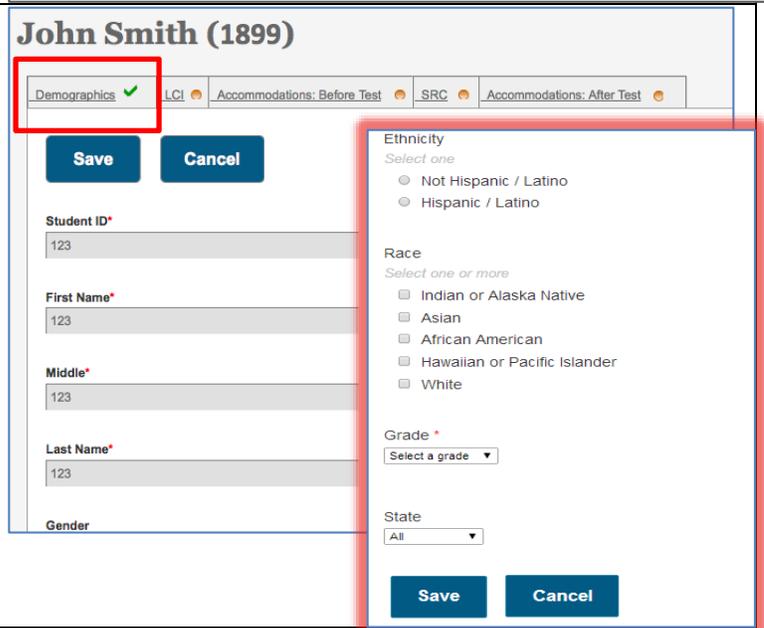
Show 10 entries

Filter all columns

Student ID	Student First Name	Student Last Name	Test Name	Test Due Date	Test Status	Test Administrator	Actions
13139	David	Zapf	ELA P1 Grade 05	2014-12-31	Not started		Actions
13139	David	Zapf	Math P1 Grade 05	2014-12-31	Not started		Actions
13140	anna	apple	ELA P1 Grade 03	2014-12-31	Not started		Actions
13140	anna	apple	Math P1 Grade 03	2014-12-31	Not started		Actions

The Demographic information is the first tab displayed. The student demographic information was captured during the enrollment window Sept 15-26, 2014. TAs must verify the accuracy of the student demographics. Make changes as necessary.

If any information needs to be edited, simply fill in the appropriate fields before moving on to the next tab within the student profile.



John Smith (1899)

Demographics LCI Accommodations: Before Test SRC Accommodations: After Test

Save Cancel

Student ID*
123

First Name*
123

Middle*
123

Last Name*
123

Gender

Ethnicity
Select one

- Not Hispanic / Latino
- Hispanic / Latino

Race
Select one or more

- Indian or Alaska Native
- Asian
- African American
- Hawaiian or Pacific Islander
- White

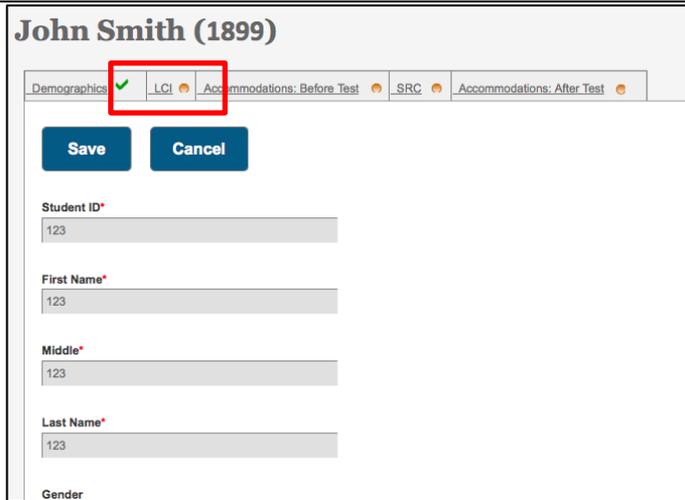
Grade*
Select a grade

State
All

Save Cancel

Note: If you click the **Save** button the system will save all changes and exit the student profile page. If you have other tabs to verify or complete - do not **Save** until you have finished completing all the necessary tabs.

After you verify and/or edit the student demographic tab, click on the **LCI** tab.



John Smith (1899)

Demographics ✓ LCI LCI Accommodations: Before Test SRC Accommodations: After Test

Save Cancel

Student ID*
123

First Name*
123

Middle*
123

Last Name*
123

Gender

Verify/Complete Student LCI

The LCI tab may be populated in two ways:

- Enrollment Upload - Some of the LCI information is included in the student Enrollment file uploaded Sept 15-26, 2014. You must verify that the LCI information in the student profile is correct and make changes as necessary before starting the test with the student.
- Manually Update - The TA or other designee manually completes the tab in the NCSC Assessment System during the Sept 15-26 enrollment window.

Please refer to the directions contained in the Welcome Email received during the enrollment period. Please contact your Test Coordinator or State NCSC Coordinator if you have questions (see Appendix A in the TAM).

Completion of the LCI tab during the enrollment window ensures that the appropriate test forms are assigned to students.

The following steps describe how to verify and/or complete the LCI tab.

Click on the **LCI** tab.

John Smith (1899)

Demographics LCI Accommodations: Before Test SRC Accommodations: After Test

Save
Cancel

Student ID*
123

First Name*
123

Middle*
123

Last Name*
123

Gender

Dropdown menus include descriptions of each characteristic, and radio buttons are provided for ease of use. The TA should preview the fields and obtain the required student-level information so that it can be verified or entered accurately into the NCSC Assessment System before administering the test.

Complete the tab by making selections in each section/field. Be sure to scroll through the entire tab.

- There are two methods for making selections:
 - a. Click directly on the radio button (next to desired response)
 - b. Use a drop-down selection menu.
- All fields are required. You must enter a selection for each topic.
- Only one response per topic is allowed.

Demographics LCI Accommodations: Before Test SRC Accommodations: After Test

Save
Cancel

Student's Primary IDEA Disability
Select a disability category

Is your student's primary language a language other than English?

No

Yes

Primary Language *

Spanish

- Spanish
- Albanian
- Arabic
- Armenian
- Chinese
- Finnish

Classroom Setting

Special school.

Regular school, self-contained

Regular school, primarily self-contained education classes less than 40%

Regular school, resource room/general education class, students receive resource room services, but are in general education

Regular school, general education class inclusive/collaborative (students based in general education classes, special education day is spent in general education classes.

Expressive Communication

Uses symbolic language to communicate: Student uses verbal or written words, signs, Braille, or language-based augmentative refusal.

Uses intentional communication, but not at a symbolic language level: Student uses understandable communication through intentions.

Student communicates primarily through cries, facial expressions, change in muscle tone, etc., but no clear use of objects/text

Does the student use an augmentative communication system in addition to or in place of oral speech?

No

Yes

If you are completing the tab during the Enrollment Window of Sept 15-26:
After you have completed the tab click the **Save** button at the bottom of the screen.

Engagement

Health Issues/Attendance

Reading

- Reads fluently with critical understanding in print or Braille (e.g., to differentiate fact/opinion, point of view, emotional response, etc).
- Reads fluently with basic (literal) understanding from paragraphs/short passages with narrative/informational texts in print or Braille.
- Reads basic sight words, simple sentences, directions, bullets, and/or lists in print or Braille.
- Aware of text/Braille, follows directionality, makes letter distinctions, or tells a story from the pictures that is not linked to the text.
- No observable awareness of print or Braille.

Mathematics

- Applies computational procedures to solve real-life or routine word problems from a variety of contexts.
- Does computational procedures with or without a calculator.
- Counts with 1:1 correspondence to at least 10, and/or makes numbered sets of items.
- Counts by rote to 5.
- No observable awareness or use of numbers.

The system will display a confirmation about the update on the top of the page.

If you are completing the LCI tab during the Sept 15-26 enrollment window, you must come back to the student profile page and follow the instructions described in the Accommodations-Before Test and SRC sections of this Guide before administering the test to students.

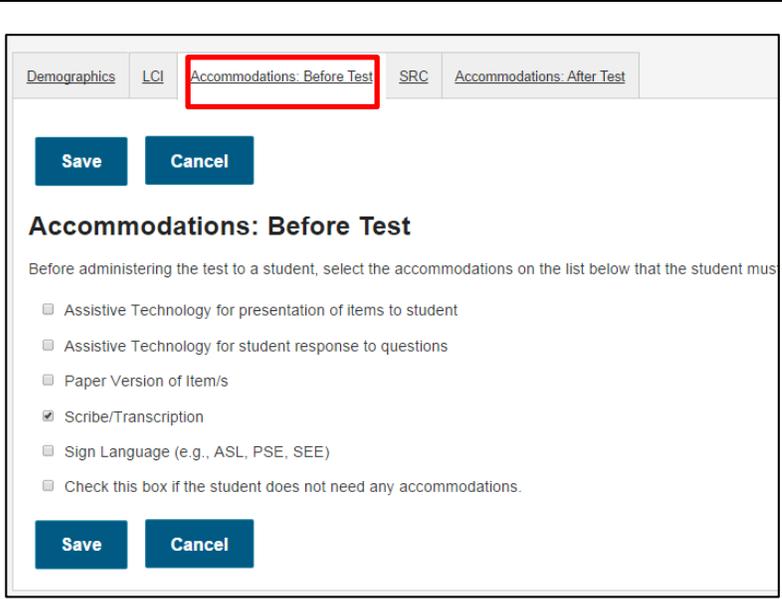
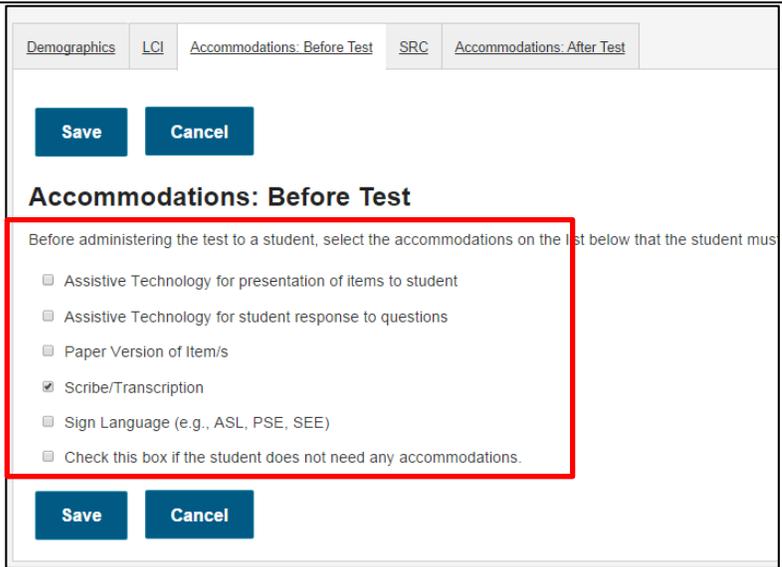


If you are not completing this tab during the enrollment window do not Save.

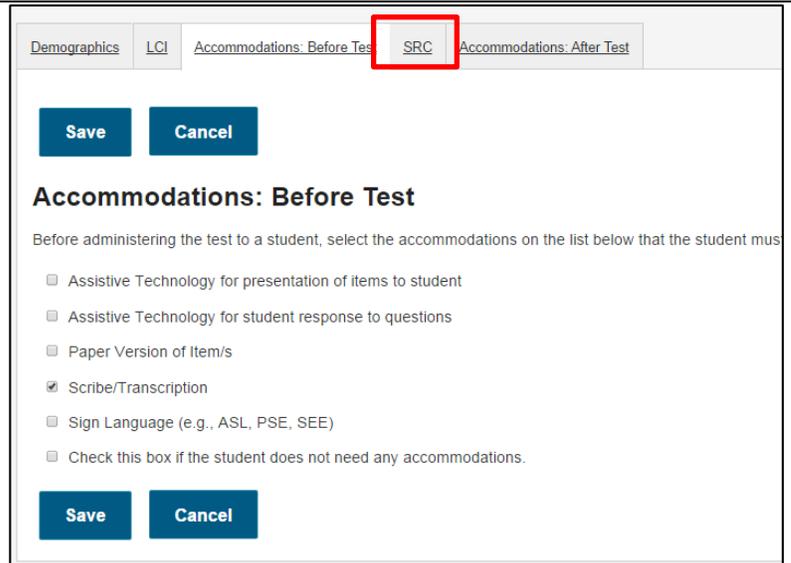
If you are NOT completing the tab during the Enrollment window, verify the data in the LCI tab for accuracy and make any changes as needed. Then, complete the rest of the sections in this tab.

Next, click on the **Accommodations-Before Test** tab at the top of the page to proceed.

Accommodations: Before Test Tab

<p>The Accommodations-Before Test tab MUST be completed before you start the student test online or via paper/pencil.</p>	 <p>The screenshot shows the 'Accommodations: Before Test' tab selected in a navigation bar. Below the navigation bar are 'Save' and 'Cancel' buttons. The main heading is 'Accommodations: Before Test'. Below this is the instruction: 'Before administering the test to a student, select the accommodations on the list below that the student must receive.' The list includes: <ul style="list-style-type: none"> <input type="checkbox"/> Assistive Technology for presentation of items to student <input type="checkbox"/> Assistive Technology for student response to questions <input type="checkbox"/> Paper Version of Item/s <input checked="" type="checkbox"/> Scribe/Transcription <input type="checkbox"/> Sign Language (e.g., ASL, PSE, SEE) <input type="checkbox"/> Check this box if the student does not need any accommodations. At the bottom are 'Save' and 'Cancel' buttons. </p>
<p>Please select all appropriate check boxes of the accommodations a student must receive during the administration of this test.</p> <p>If the student does not need any accommodations, please select the last option: "Check this box if the student does not need any accommodations"</p>	 <p>This screenshot is identical to the one above, but a red box highlights the list of accommodation options. The options are: <ul style="list-style-type: none"> <input type="checkbox"/> Assistive Technology for presentation of items to student <input type="checkbox"/> Assistive Technology for student response to questions <input type="checkbox"/> Paper Version of Item/s <input checked="" type="checkbox"/> Scribe/Transcription <input type="checkbox"/> Sign Language (e.g., ASL, PSE, SEE) <input type="checkbox"/> Check this box if the student does not need any accommodations. </p>

After you complete that tab, click on the **SRC** tab to complete the Student Response Check.



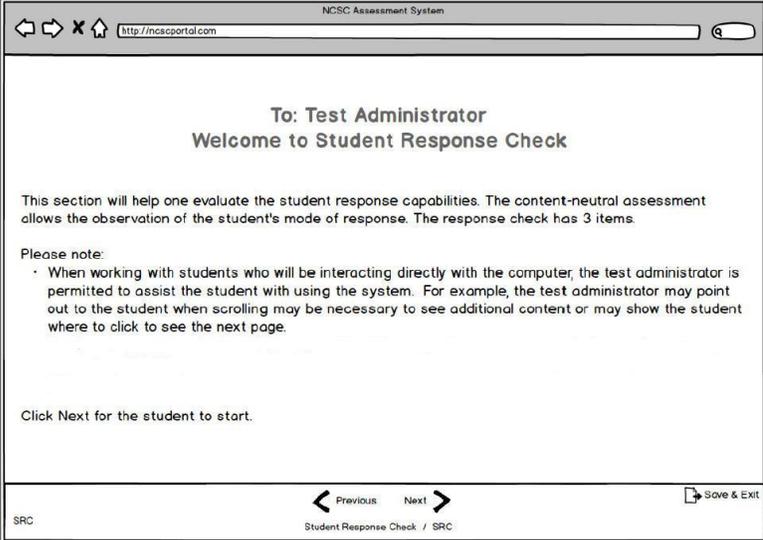
The screenshot shows a web interface with a navigation bar at the top containing tabs: Demographics, LCI, Accommodations: Before Test, SRC (highlighted with a red box), and Accommodations: After Test. Below the navigation bar are two blue buttons: Save and Cancel. The main content area is titled "Accommodations: Before Test" and contains the following text: "Before administering the test to a student, select the accommodations on the list below that the student must use." Below this text is a list of checkboxes with the following options: Assistive Technology for presentation of items to student, Assistive Technology for student response to questions, Paper Version of Item/s, Scribe/Transcription, Sign Language (e.g., ASL, PSE, SEE), and Check this box if the student does not need any accommodations. At the bottom of the form are two blue buttons: Save and Cancel.

Student Response Check

The purpose of the Student Response Check (SRC) is to ensure that the TA can clearly identify which answer a student chooses for a selected-response test item. For students who have a clear method of communication and who clearly select their answers to the test questions by either responding verbally or using assistive technology (AT), conducting a Student Response Check is not necessary. In this case, you must indicate in the SRC tab the communication modes the students will use to respond to the test items. However, the SRC tab must be completed prior to testing students.

The student response check is a three-question content-neutral task. The student is given a task and asked to demonstrate their use of each mode of response listed above as ways to communicate answers to test items. Please refer to the Test Administration Manual Appendix F: Conducting a Student Response Check for more information.

<p>Click on the SRC tab.</p>	
<p>There are two ways that you can conduct the Student Response Check:</p> <ol style="list-style-type: none"> Using the computer, or Using a paper version <p>You will click on the Start Computer Student Response button if a student can indicate a response to an item by:</p> <ul style="list-style-type: none"> ➤ Using the mouse to select an answer ➤ Verbalizing answers ➤ Gesturing or pointing to the answer ➤ Using assistive technology to indicate answers <p>For students who communicate using gestures, eye-gaze, or other modes of communication that makes using the computer difficult, conduct the Student Response Check using the paper version. Click on the Paper & Pencil Student Response Check</p>	

<p>button to access the copy of the SRC for printing.</p>	
<p>Online Administration When you start the SRC on the computer, you (and the student) will see an introduction to the Student Response Check with some general directions about how to proceed.</p> <p>Click on the Next button at the bottom of the page to proceed to and through the Response Check items.</p> <p>Please refer to the Test Administration Manual Appendix F: Conducting a Student Response Check for instructions on how to evaluate the student’s observable response.</p>	

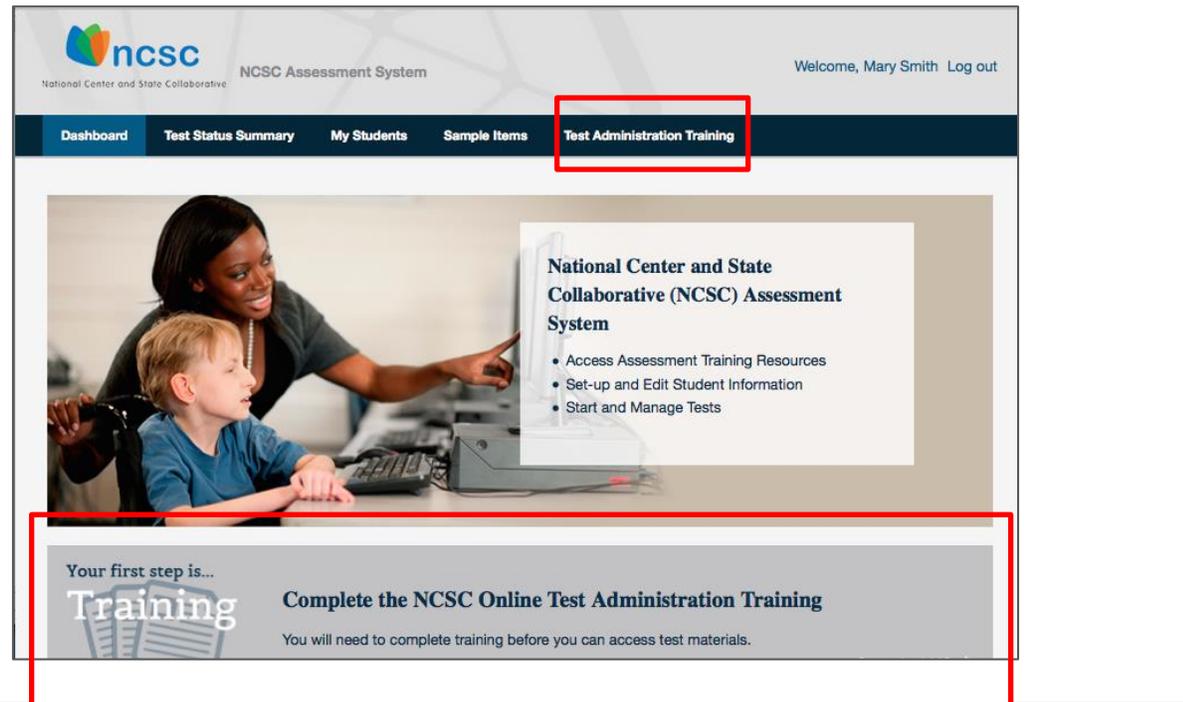
<p>After the student completes the Student Response Check (whether on the computer or paper/pencil), you will be returned to the SRC page within the NCSC Assessment System.</p> <p>The directions to the TA state: “Please indicate the student’s primary mode(s) of communication that will be used to respond to the test items. Check all that apply.”</p> <p>Complete the SRC tab by checking the modes of response that were observed.</p>	<p><input checked="" type="checkbox"/> Student uses mouse and the computer</p> <p>Was the student able to click on each radio button that appeared on the Response Demonstration? *</p> <p><input checked="" type="radio"/> Yes *</p> <p><input type="radio"/> No *</p> <p><input type="checkbox"/> Student will provide a verbal response to the test item</p> <p><input type="checkbox"/> Student will use a touch screen or gestures/pointing to select the item</p> <p><input type="checkbox"/> Student circles the correct response on the paper/pencil version of the test</p> <p><input type="checkbox"/> Student will use a clock scanner with a switch</p> <p><input type="checkbox"/> Student will use a scanning device</p> <p><input type="checkbox"/> Student uses eye-gaze</p> <p><input type="checkbox"/> Other, please specify</p> <p>Implications for Test Administration, based on the TA conducted SRC:</p> <p>If the student displayed a consistent and observable response in the SRC:</p> <p>Note: This screen shot is for illustrative purposes and may not be an exact representation for the Pilot 2 Test.</p>
<p>After you complete the SRC tab, and if you have completed Demographics, LCI and Accommodations Before Test tabs as described in this section, click on the Save button at the bottom of the screen.</p>	<p><input type="checkbox"/> Student uses eye-gaze</p> <p><input checked="" type="checkbox"/> Other, please specify</p> <p>Implications for Test Administration, based on the TA conducted SRC:</p> <p>If the student displayed a consistent and observable response in the SRC:</p> <p>Administer all test items.</p> <p>If the student did not display a consistent, observable response in the SRC, read (a) and (b) below and follow the directions that apply to this student.</p> <p>a. If the student did not display a consistent, observable response in the SRC, the TA will administer the first four items in either mathematics or reading. If the TA does observe a student the first four test items, the TA will continue to administer all test items to the student. (Note: A reminder screen for TAs will appear in between items 4 and 5).</p> <p>b. If the student did not display a consistent and observable response in the SRC, the TA will administer the first four test items in either mathematics or reading. If the TA does not observe of the first four test items, the TA will terminate the test. (Note: A reminder screen for TAs will appear between items 4 and 5). The TA will indicate on the NCSC Assessment System. Then the TA will complete the end of test survey.</p> <p>Save Cancel</p>
<p>All information that was changed on the student demographic, LCI, Accommodations-Before Test and SRC tabs has now been saved.</p> <p>The system will display a confirmation that the information has been saved.</p>	<p>HOME / STUDENT DETAIL /</p> <p>Updated John Smith (1899)</p> <p>John Smith (1899)</p> <p>Demographics LCI Accommodations SRC SAR- After Test</p>

Access & Complete Required Training

This section provides instructions on how to access and proceed through the required NCSC Online Test Administration Training course. Test Administrators are required to complete all modules contained within the course. Once all modules are complete, the TA will be able to access the Final Quiz must attain at least an 80% score. Once passed, the TA can access test materials and administer the test to students.

*Please note: screens shots for this section may appear slightly different than when you actually log in due to system development during this User Guide’s creation.

To access the training modules, click on the **Test Administration Training** button in the top navigation bar or the **Training** button in the middle of Dashboard page.

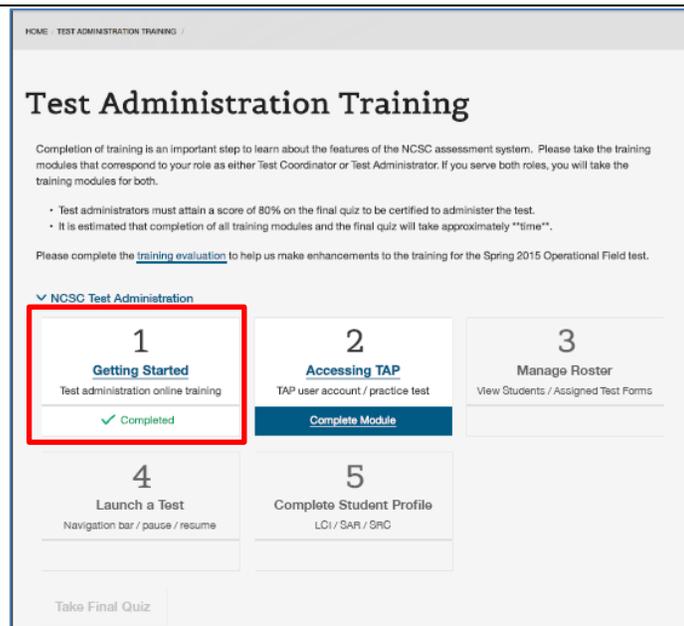


The Test Administration Training home page will display. You will see the name of the course that is required for your Test Administrator role.

Each of the blocks within the course represents modules that must be completed in sequence.

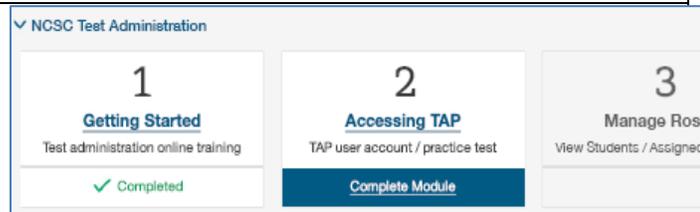
The NCSC Assessment System will keep track of your training progression through the required modules.

Note: This screen shot is an *example* and not an actual representation of all the modules/names of modules your role will have to complete.



Note: This screen shot is for illustrative purposes and may not be an exact representation for the Pilot 2 Test.

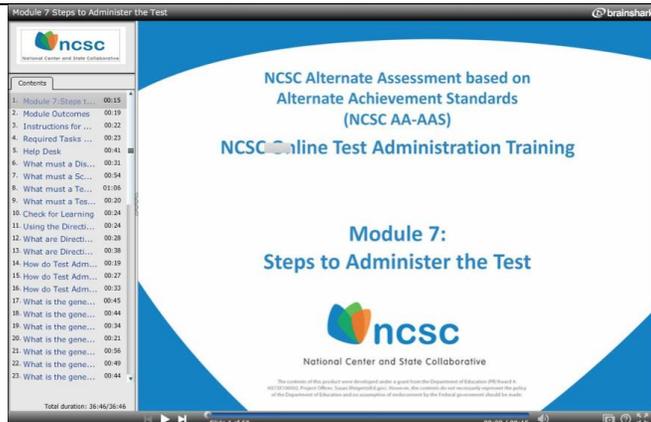
A white block indicates a module that is unlocked and ready for you to view. Simply click on the block to start the training module.



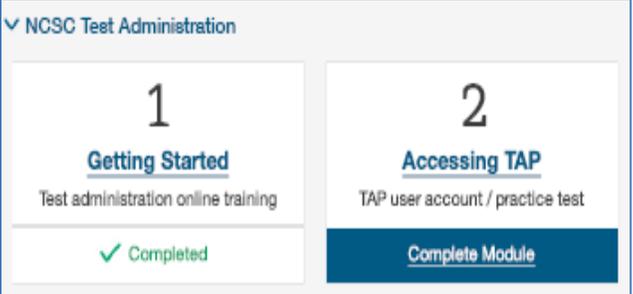
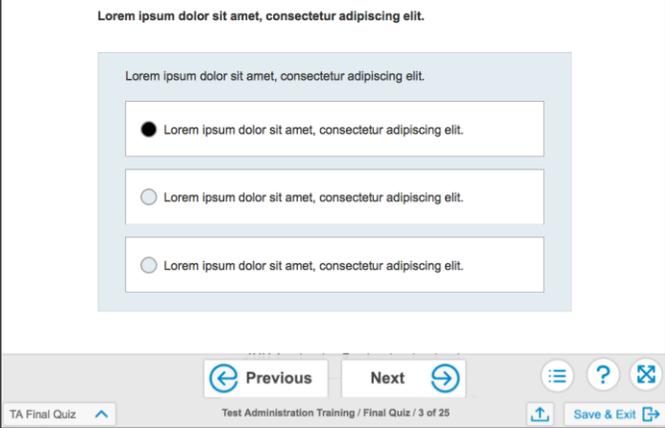
Note: This screen shot is for illustrative purposes and may not be an exact representation for the Pilot 2 Test.

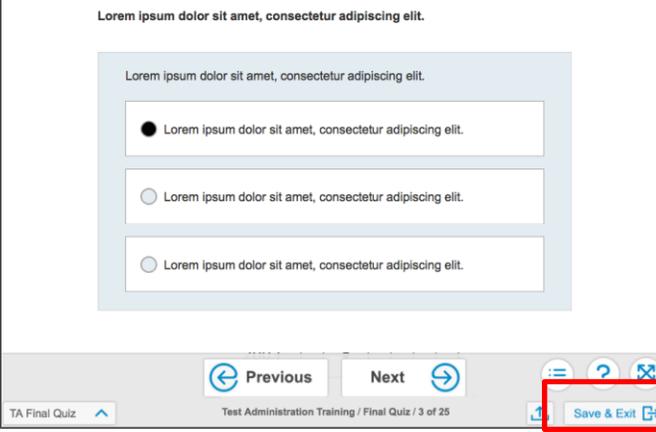
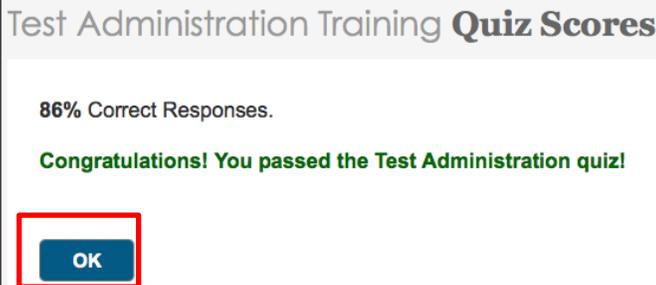
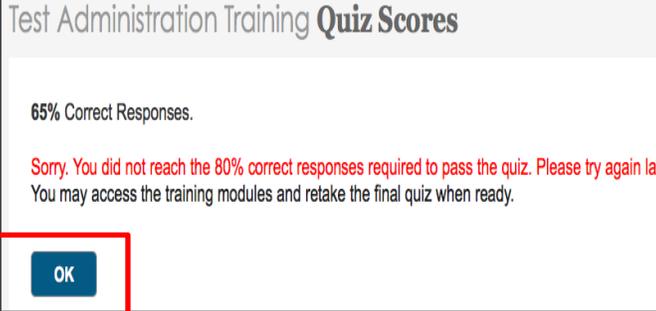
The system will launch the training module in a separate window. Each module contains audio that can be turned on or off and the script that can be displayed or hidden. You can also pause the module, exit out of it, and resume at a later time. Instructions will be provided within each module.

Some modules contain 2-3 question quizzes at the end. These quizzes do not have



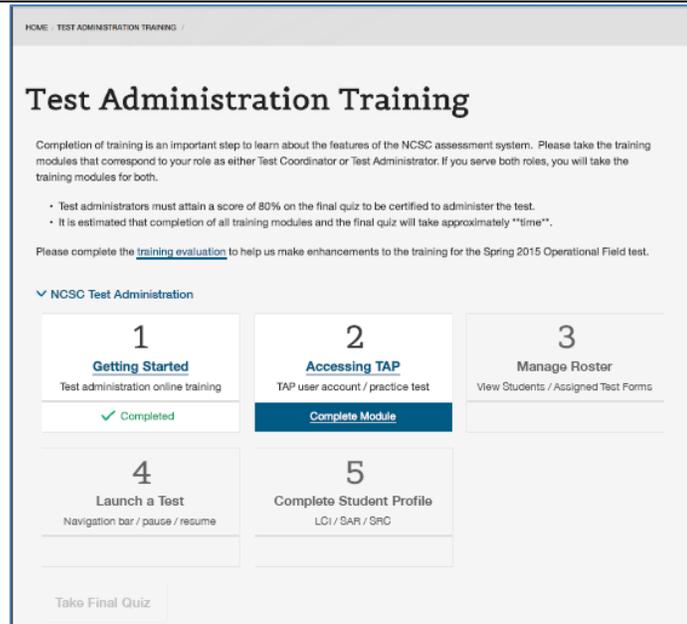
Note: This screen shot is for illustrative purposes and may not be an exact representation for the Pilot 2 Test.

<p>required passing scores. The NCSC Assessment System will not keep track of the end of module quiz results.</p>	
<p>Once you start a module in the NCSC Assessment System it will be considered in Pending status.</p> <p>When you are finished with the module, you MUST click on the Complete Module link beneath the block to unlock the next module in the sequence and proceed through the course.</p>	 <p>Note: This screen shot is for illustrative purposes and may not be an exact representation for the Pilot 2 Test.</p>
<p>Complete Final Quiz When all modules have been Marked as Completed, the Start Final Quiz button becomes unlocked.</p>	
<p>Click the Start Final Quiz button when available.</p>	
<p>The system launches the Final Quiz.</p> <p>Simply read the questions and select the correct answer. Click on the Next or Previous buttons to proceed through the Final Quiz.</p> <p>For a detailed description of online test navigation tips (navigation, submit responses, etc.), please see the Navigate Online Test section in this User Guide.</p>	 <p>Note: This screen shot is for illustrative purposes and may not be an exact representation for the Pilot 2 Test.</p>

<p>You can pause and resume the Final Quiz as needed. To pause, select the Save & Exit button. The system will redirect you back to the Training main page.</p>	 <p>Note: This screen shot is for illustrative purposes and may not be an exact representation for the Pilot 2 Test.</p>
<p>When you are ready to resume the final quiz, select the Resume Final Quiz button on the Training main page.</p>	
<p>When you Submit the Final Quiz, the system will display your quiz results. If you pass the quiz your user profile will be updated with a Training Complete status and you will be able to access test materials and student tests.</p> <p>Click OK to navigate out of this training page.</p>	 <p>Note: This screen shot is for illustrative purposes and may not be an exact representation for the Pilot 2 Test.</p>
<p>If you do not attain at least 80% correct on the Final Quiz, the results display your score with a message similar to what is displayed here.</p> <p>Click OK to return to the main Training page.</p>	 <p>Note: This screen shot is for illustrative purposes and may not be an exact representation for the Pilot 2 Test.</p>

The training modules are available at any time during the test window for review or to reference information.

Click **Retake Final Quiz** button when you are ready (not shown at this time).



Note: This screen shot is for illustrative purposes and may not be an exact representation for the Pilot 2 Test.

After Test - Required Steps

Complete Accommodations: After Test

Once you have administered and submitted the student’s test, return to the student profile to record the accommodations that the student actually used during the Pilot 2 Test.

To return to the student’s profile, select **My Students** from the navigation panel at the top, or click on the button from the main page.



Find the student in the list and click on their Student ID number.

My Students

Adams Elementary School (284) Please select organization.

Add Student

Filter all columns

Student ID	Student First Name	Student Last Name	Test Name
1236	Luciano	Lavanchy	No test form assigned
1237	Porsche	Ogata	No test form assigned
1238	Blaze	Rodefer	No test form assigned
1899	John	Smith	Grade 3 Math Test

Click on the **Accommodations: After Test** tab.

John Smith (1899)

Demographics ✔ | LCI ● | Accommodations: Before Test ● | SRC ● | Accommodations: After Test ●

Save
Cancel

Student ID*

First Name*

Middle*

Last Name*

Gender

Select the accommodations that the student actually used. Select the last option if the student did not use any accommodations during the test administration.

Accommodations: After Test

Please select the accommodation/s that the student actually used during Pilot 2 Test. If the student did not use any accommodations, select the last box.

- Assistive Technology for presentation of items to student
- Assistive Technology for student response to questions
- Paper Version of Item/s
- Scribe / Transcription
- Sign Interpretation (e.g., ASL, PSE, SEE)
- Check this box if the student did not use any accommodations.

<p>Click Save when complete.</p>	<p>Accommodations: After Test</p> <p>Please select the accommodation/s that the student actually used during Pilot 2 Test. If the student</p> <ul style="list-style-type: none"> <input type="checkbox"/> Assistive Technology for presentation of items to student <input type="checkbox"/> Assistive Technology for student response to questions <input type="checkbox"/> Paper Version of Item/s <input type="checkbox"/> Scribe / Transcription <input type="checkbox"/> Sign Interpretation (e.g., ASL, PSE, SEE) <input checked="" type="checkbox"/> Check this box if the student did not use any accommodations. <p>Save Cancel</p>
<p>The system will display a confirmation about the update on the top of the page.</p>	<p>HOME / STUDENT DETAIL /</p> <p>Updated John Smith (1899)</p> <p>John Smith (1899)</p> <p>Demographics LCL Accommodations SRC SAR- After Test</p>

Access & Complete End of Test Survey

After completing the test with each student, you must complete a survey about the student test taking experience. If you are testing more than one student, please complete a survey for each student as the testing experience may be different for each student.

End of Test Survey

Click on the **Test Survey** button on the main page.

Test Administration Portal Links:

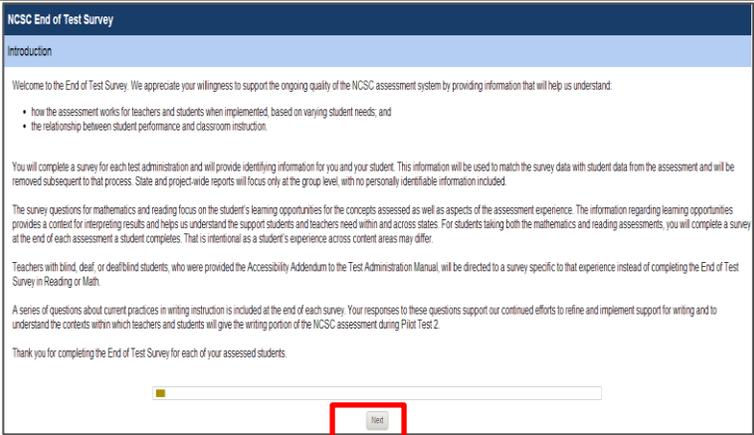
- My Students**

Edit Info & Take Tests →
- My Tests**

View Test Status →
- Sample Items**

Take Practice Tests →
- Test Survey**

Provide Your Feedback →

<p>Read the instructions and proceed to the survey by clicking on the Next button.</p>	 <p>NCSC End of Test Survey</p> <p>Introduction</p> <p>Welcome to the End of Test Survey. We appreciate your willingness to support the ongoing quality of the NCSC assessment system by providing information that will help us understand:</p> <ul style="list-style-type: none"> • how the assessment works for teachers and students when implemented, based on varying student needs; and • the relationship between student performance and classroom instruction. <p>You will complete a survey for each test administration and will provide identifying information for you and your student. This information will be used to match the survey data with student data from the assessment and will be removed subsequent to that process. State and project-wide reports will focus only at the group level, with no personally identifiable information included.</p> <p>The survey questions for mathematics and reading focus on the student's learning opportunities for the concepts assessed as well as aspects of the assessment experience. The information regarding learning opportunities provides a context for interpreting results and helps us understand the support students and teachers need within and across states. For students taking both the mathematics and reading assessments, you will complete a survey at the end of each assessment a student completes. That is intentional as a student's experience across content areas may differ.</p> <p>Teachers with blind, deaf, or deafblind students, who were provided the Accessibility Addendum to the Test Administration Manual, will be directed to a survey specific to that experience instead of completing the End of Test Survey in Reading or Math.</p> <p>A series of questions about current practices in writing instruction is included at the end of each survey. Your responses to these questions support our continued efforts to refine and implement support for writing and to understand the contexts within which teachers and students will give the writing portion of the NCSC assessment during Pilot Test 2.</p> <p>Thank you for completing the End of Test Survey for each of your assessed students.</p> <p style="text-align: right;"><input type="button" value="Next"/></p>
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Administer and Navigate the Pilot 2 Test

This section describes how to locate, start or resume a test, or perform other test actions available for each student in the NCSC Assessment System. All actions will be launched from the same area within the System. The actions available:

- **Go to Student Profile**- This option is an alternate way to access the student profile as explained in the **Before Test – Required Steps** section of this guide.
- **Start Test (or Resume Test)** - This option launches the online test for the selected student and test.
- **Open Test in PDF**- This option opens the PDF file for printing a paper copy of the test for the selected student.
- **TA Directions**- This option opens the Directions for Test Administration in PDF format. The PDF can be printed.
- **Close Test**- This option allows you to terminate the test for the selected student. Please read the instructions in the Student Response Check section of the TAM for information on when a test can be closed. Once a test is closed, the action cannot be undone, and a closed test cannot be accessed or re-opened.

Access Directions for Test Administration (DTA)

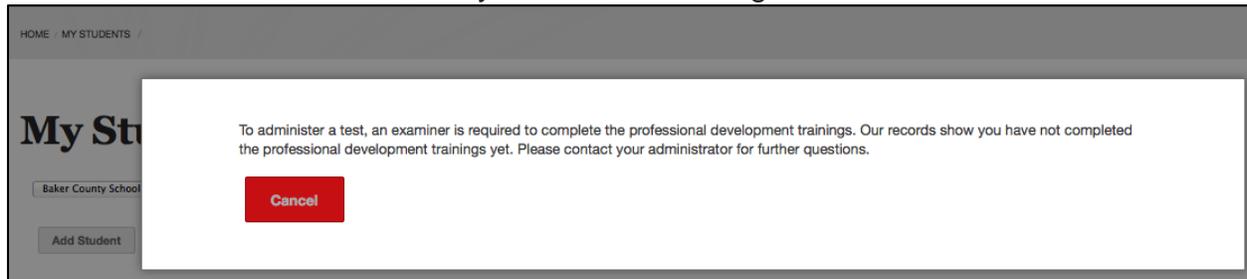
<p>TA Directions – this option refers to the Directions for Test Administration.</p>	
<p>Select TA Directions.</p> <p>You need to have Adobe Reader installed.</p>	
<p>Confirm the correct student/test was selected.</p> <p>Click on Download Examiner Instructions</p>	<p>Please confirm that the Student Name and Test Name are correct.</p> <p>Student name David zapf</p> <p>Test name ELA P1 Grade 05</p> <p>If both Student Name and Test Name are correct, click the "Download Examiner Instructions" button to begin.</p> <p>If the Student Name or Test Name is incorrect, click "Cancel".</p> <p>Download Examiner Instructions Cancel</p>
<p>The PDF document will open. Print as normal.</p>	

Start a Test

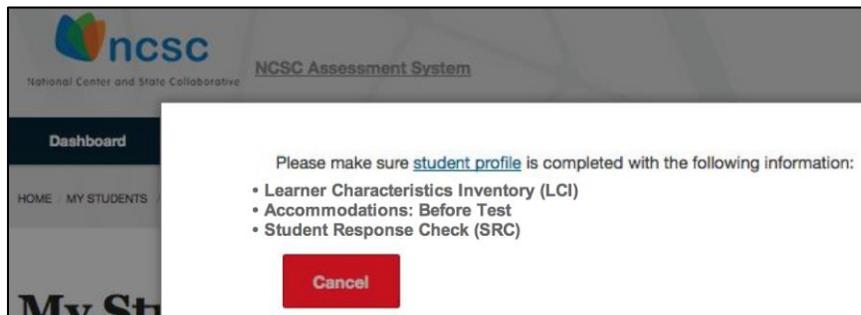
<p>To begin, select My Students from the navigation panel at the top, or click on the button from the main page.</p>	
<p>Locate the student test you wish to start and click on the Actions button.</p> <p>The options that appear will be dependent on the status of the student progress with the test.</p>	
<p>Start Test</p> <p>Click on Actions Select Start Test – this option will appear if the test has not been started by the student/TA on the computer.</p>	
<p>Resume Test</p> <p>Click on Actions Select Resume Test</p> <p>This option will available if the test has been started and the student saved/exited the test but did not submit it. The student can continue to take the test at a later time during the test window.</p>	

Start/Resume Test Warnings/messages:

1. Training- A pop up message will appear reminding the TA that they must have completed the required training and passed the Final Quiz. Please contact your School Test Coordinator if you feel this message is an error.



2. Student Profile- If the TA did not complete the required LCI, Accommodations- Before Test, and SRC tabs, a warning notice will appear informing the TA of the tabs that need to be completed for the student. Click **Cancel** and return to the student profile as described in **Before Test – Required Steps** section to complete the tabs. You will not be able to administer the test until these tabs are complete.



If all requirements have been met, a window with the student and test information displays.

Confirm it is the correct student/test and click **Begin Test Now**

Please confirm that the Student Name and Test Name are correct.

Student name

Test name

If both Student Name and Test Name are correct, click the "Begin Test Now" button to begin.
 If the Student Name or Test Name is incorrect, click "Cancel".

For more information about navigating through the online Test, please see the **Navigate Online Test** section in this user guide.

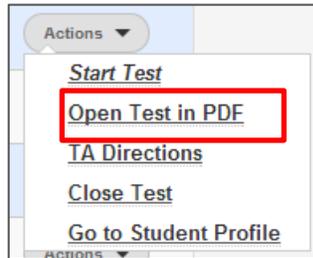
Print Test

Open Test in PDF

Note: The system does not allow you to access the test materials unless you have completed the Test Administration Training and passed the Final Quiz.

Select **Open Test in PDF**

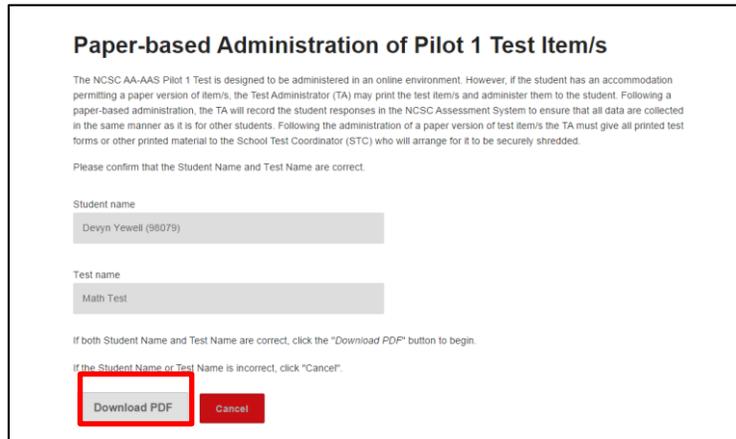
You will need to have Adobe Reader installed.



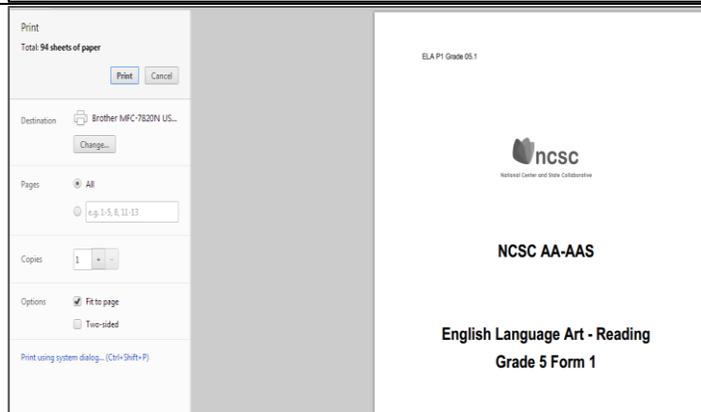
Read the policy information.

Confirm the correct student/test was selected.

Click on **Download PDF**



The PDF document will open. Print as normal.



Note: This screen shot is for illustrative purposes and may not be an exact representation for the Pilot 2 Test.

Close a Test

Close a Test

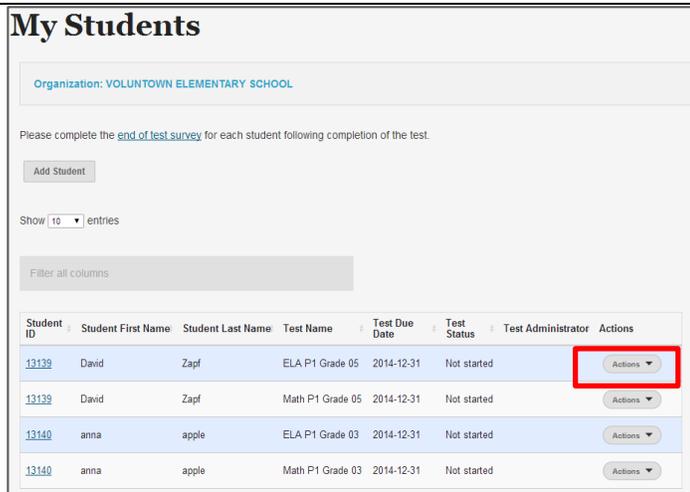
A student test can be closed provided they meet one of three criteria.

The three criteria to close the test:

1. No observable response to first 4 items of the test. If the student **did not display** a consistent, observable response during the SRC, you will administer the first four test items in **either** mathematics **or** reading. **If you do not observe a student response to any of the first four test items, you will terminate the test.**
 - o In the System, you will select the “early stopping rule applied” option, and then indicate in the NCSC Assessment System why the test was terminated. See either the **TAM – Implications for TA Conducted Student Response Check** or **Module 5 Before Test: Student Response Check** of the NCSC Online Test Administration Training for more information.
2. Student withdrew- the student is no longer enrolled and therefore is not available to complete the test.
3. No longer eligible - student does not meet the participation criteria. Please refer to the **TAM – Participation Criteria** for more information.

Regardless of the reason to close the test, the steps within the NCSC Assessment System will be the same.

From the **My Students** page, locate the student’s test you wish to close and click on the **Actions** button.



My Students

Organization: VOLUNTOWN ELEMENTARY SCHOOL

Please complete the [end of test survey](#) for each student following completion of the test.

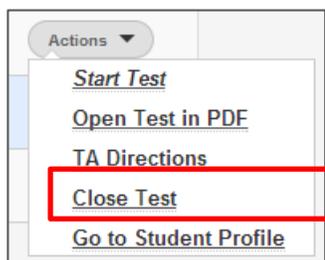
Add Student

Show 10 entries

Filter all columns

Student ID	Student First Name	Student Last Name	Test Name	Test Due Date	Test Status	Test Administrator	Actions
13139	David	Zapf	ELA P1 Grade 05	2014-12-31	Not started		Actions
13139	David	Zapf	Math P1 Grade 05	2014-12-31	Not started		Actions
13140	anna	apple	ELA P1 Grade 03	2014-12-31	Not started		Actions
13140	anna	apple	Math P1 Grade 03	2014-12-31	Not started		Actions

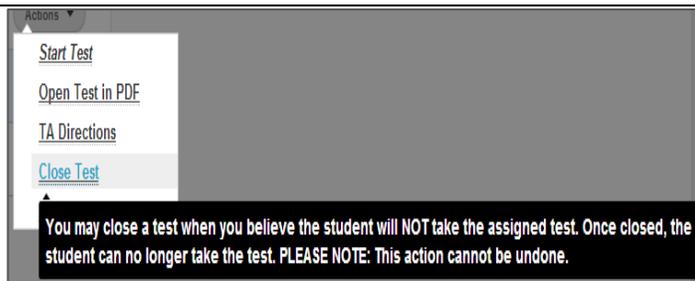
Select Close Test



Actions

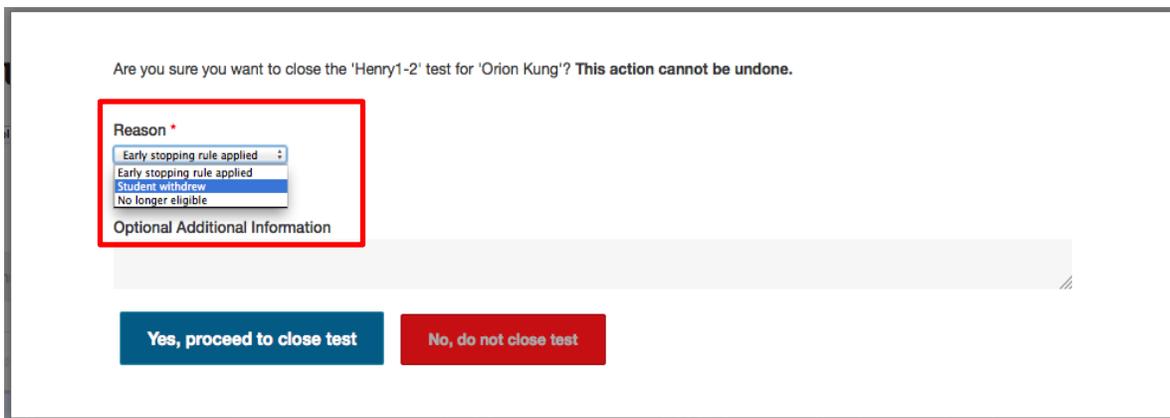
- Start Test
- Open Test in PDF
- TA Directions
- Close Test
- Go to Student Profile

When the option to close the test has been selected, a warning message will appear. You may close the test if one of the three criteria for stopping a test is met and the student will NOT take the test at any time.



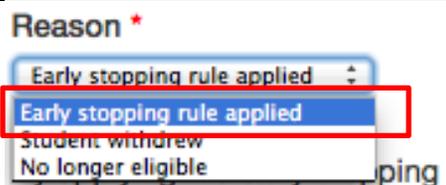
Please note, once this action has been performed, the student will no longer have access to the test and it cannot be completed. This action is irreversible.

The Close Test popup opens. Click on the arrows by the **Reason** dropdown menu to select an option.



Early stopping rule applied: This option will be selected if it has been determined to terminate the test based on the implications of the Student Response Check. If the student did not display a consistent, observable response in the SRC, you will administer the first four test items in **either** mathematics **or** reading. **If you do not observe a student response to any of the first four test items, you will terminate the test. If these criteria are met, you will select the “early stopping rule applied” option.**

Select the Reason from the dropdown menu.



When selecting the early stopping rule, the system requires the TA to select the two pre-condition checkboxes in order for the **Yes, Proceed to close test** button to become active.

Are you sure you want to close the 'Henry1-3' test for 'Orion Kung'? **This action cannot be undone.**

Reason *
 Early stopping rule applied ▾

By applying the early stopping rule, I confirm:

- The student went through the Student Response Check items and did not communicate any response. *
- The student has been administered the first four items of the test and consistently did not communicate any response. *

Optional Additional Information

Yes, proceed to close test No, do not close test

The Test Administrator must read each statement and confirm the rules for terminating the test have been applied. If each statement is true, click in the checkboxes. You may also enter in additional information in the **Optional Additional Information** text field.

Are you sure you want to close the 'Henry1-3' test for 'Orion Kung'? **This action cannot be undone.**

Reason *
 Early stopping rule applied ▾

By applying the early stopping rule, I confirm:

- The student went through the Student Response Check items and did not communicate any response. *
- The student has been administered the first four items of the test and consistently did not communicate any response. *

Optional Additional Information

Yes, proceed to close test No, do not close test

Click **Yes, proceed to close test.**

If you made an error and do not wish to close the test, click **No do not close test.**

Yes, proceed to close test No, do not close test

Student Withdrew or No Longer eligible

If the student has met the criteria for either **Student withdrew or No longer eligible**, select the appropriate reason from the dropdown menu.

Reason *

- Early stopping rule applied
- Early stopping rule applied
- Student withdrew**
- No longer eligible

Optional Additional Information

An additional field will appear. Please enter additional comments in the **Optional Additional Information** box that explain the reasons as to why the student withdrew or is no longer eligible.

Are you sure you want to close the 'Henry1-2' test for 'Orion Kung'? **This action cannot be undone.**

Reason *

- Early stopping rule applied
- Early stopping rule applied
- Student withdrew**
- No longer eligible

Optional Additional Information

Yes, proceed to close test **No, do not close test**

After selecting one of the 3 reasons and filling in additional fields, select the **Yes, proceed to close test** button. Or, if the close test option was selected in error, click on the **No, do not close test** button.

Are you sure you want to close the 'Henry1-2' test for 'Orion Kung'? **This action cannot be undone.**

Reason *

- Early stopping rule applied
- Early stopping rule applied
- Student withdrew**
- No longer eligible

Optional Additional Information

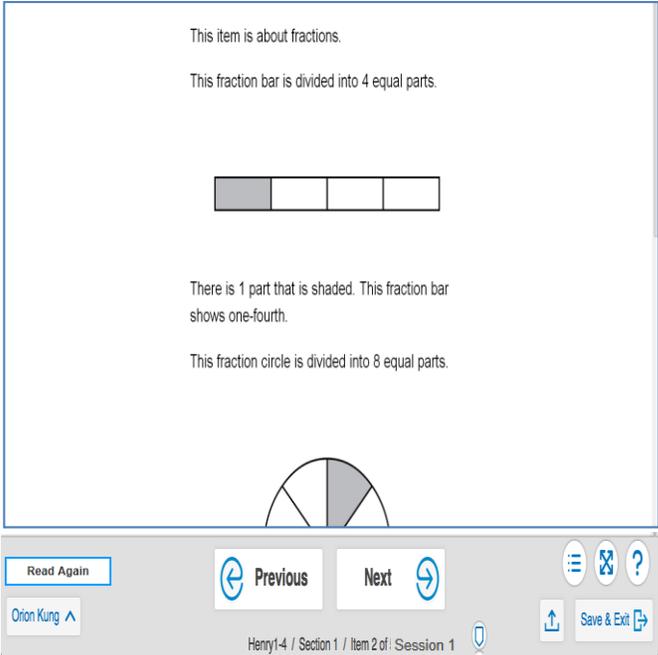
Yes, proceed to close test **No, do not close test**

<p>The system will display a confirmation message at the top of the page.</p>																									
<p>When the test has been closed, the My students page will display the test status as “closed”. The TA responsible for closing the test will be identified in the Test Administrator column and the Actions button will no longer appear.</p>	<table border="1"> <thead> <tr> <th>Student ID</th> <th>Student First Name</th> <th>Student Last Name</th> <th>Test Name</th> <th>Test Due Date</th> <th>Test Status</th> <th>Test Administrator</th> <th>Actions</th> </tr> </thead> <tbody> <tr> <td>13139</td> <td>David</td> <td>zapf</td> <td>ELA P1 Grade 05</td> <td>2014-12-31</td> <td>In progress</td> <td>Jeremy Gibson</td> <td>Actions</td> </tr> <tr> <td>13139</td> <td>David</td> <td>zapf</td> <td>Math P1 Grade 05</td> <td>2014-12-31</td> <td>Closed</td> <td>Jeremy Gibson</td> <td></td> </tr> </tbody> </table>	Student ID	Student First Name	Student Last Name	Test Name	Test Due Date	Test Status	Test Administrator	Actions	13139	David	zapf	ELA P1 Grade 05	2014-12-31	In progress	Jeremy Gibson	Actions	13139	David	zapf	Math P1 Grade 05	2014-12-31	Closed	Jeremy Gibson	
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Navigate the Online Test

Students do not have direct access to the NCSC Assessment System, they are not provided with usernames or passwords. As mentioned in the Administer and Navigate Pilot 2 section, Test Administrators will log into the NCSC Assessment System and start each student’s test. Though students will not log in directly, they will still access the test on the computer via the Test Administrator’s log in. This next section provides information on how to start the test on the computer and how to navigate through the online test.

<p>As a quick review, to start the test, the TA will:</p> <ol style="list-style-type: none"> 1. Click on My Students from the navigation panel. 2. Locate the student in the list and click on Actions>Start Test 3. Confirm the student name & test are accurate 4. If the student and test are correct; select the Begin Test Now button. 	<p>Please confirm that the Student Name and Test Name are correct.</p> <p>Student name anna apple</p> <p>Test name ELA P1 Grade 03</p> <p>If both Student Name and Test Name are correct, click the "Begin Test Now" button to begin.</p> <p>If the Student Name or Test Name is incorrect, click "Cancel".</p> <p>Begin Test Now Cancel</p>
---	---

<p>5. If the wrong student was selected, click the Cancel button to return to the My Students page. Repeat process for correct student.</p>	
<p>After starting the test, the first question in the test will be displayed. The screen shot on the right is from a sample math test page.</p> <p>The item will be prominently displayed in the middle of the screen.</p> <p>If applicable, a scroll bar will appear on the right side.</p> <p>Depending on your computer and the operating system, you can increase or decrease the size of the text/art graphics? by following your computer short cuts (see Appendix A for more information).</p> <p>For example, on PCs, pressing the control key and the plus sign key at the same time will increase the size of the text on the screen.</p>	 <p>This item is about fractions.</p> <p>This fraction bar is divided into 4 equal parts.</p> <p>There is 1 part that is shaded. This fraction bar shows one-fourth.</p> <p>This fraction circle is divided into 8 equal parts.</p> <p>Read Again</p> <p>Previous Next</p> <p>Orion Kung</p> <p>Henry1-4 / Section 1 / Item 2 of Session 1</p> <p>Save & Exit</p>

Understand the Tool Bar buttons



The Toolbar located at the very bottom of the item displays (left to right):

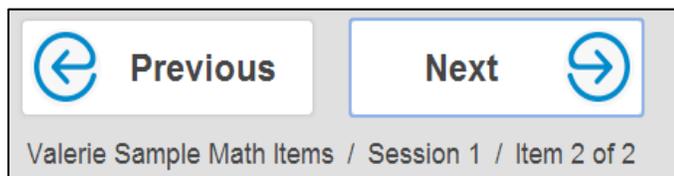
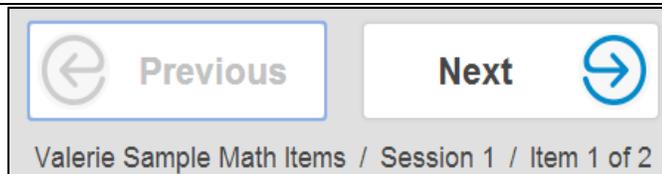
- **Read Again** button – shortcut to return to the first page of the item.
- **Previous** button – moves back one screen.
- **Next** button – moves forward one screen.
- **Question List** – a question summary page noting answered and unanswered items.
- **Toggle** button (full screen mode)
- Student Name
- Name of Test/session/Current question # out of total # of questions.
- **BookMark** - mark an item to be reviewed at a later time
- **Upload Evidence** – upload images of student work for writing constructed response items.
- **Save & Exit** – saves the test, exits out of the test. Test may be resumed later.

This guide will review all the buttons in the tool bar.

Previous and Back – these buttons will move you sequentially through the questions and the test.

The item count section below these buttons will change based upon where you are in the test.

In the first screen shot, you see that the student is on Item 1. When you click on next, you will see the item count now displays that you have moved on to question 2 (second screen shot).

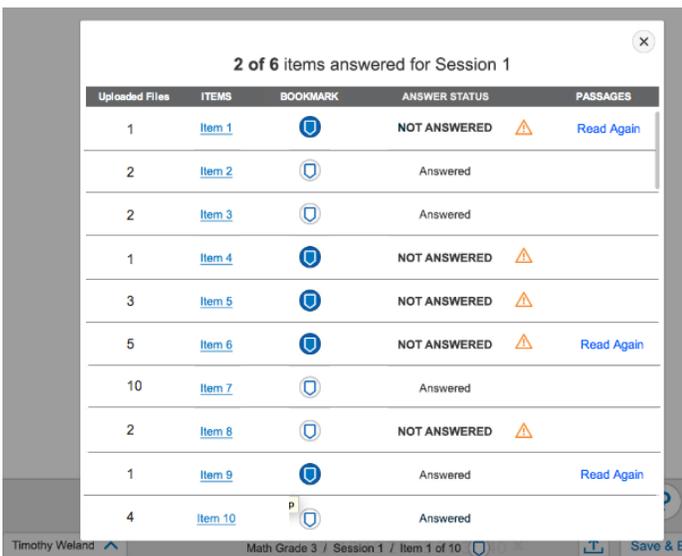
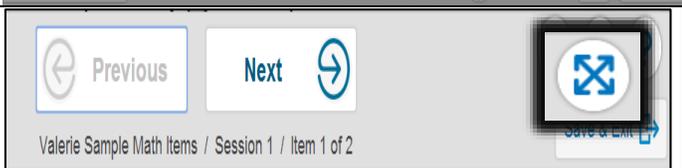
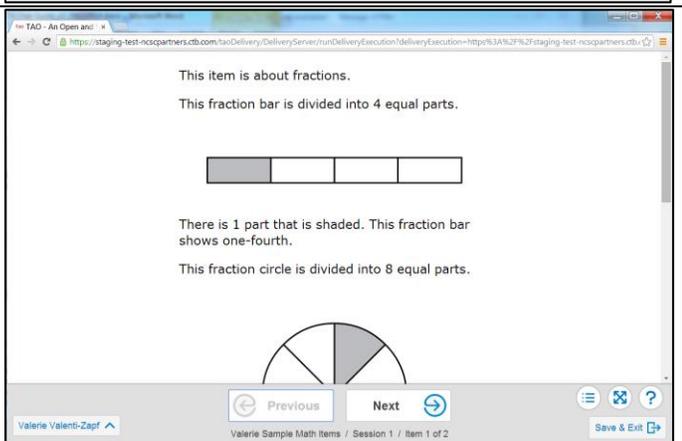


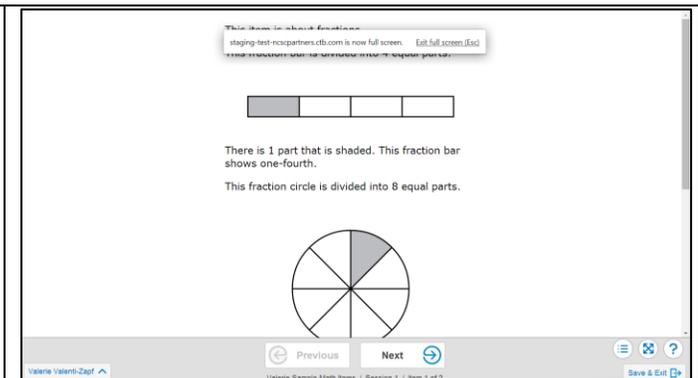
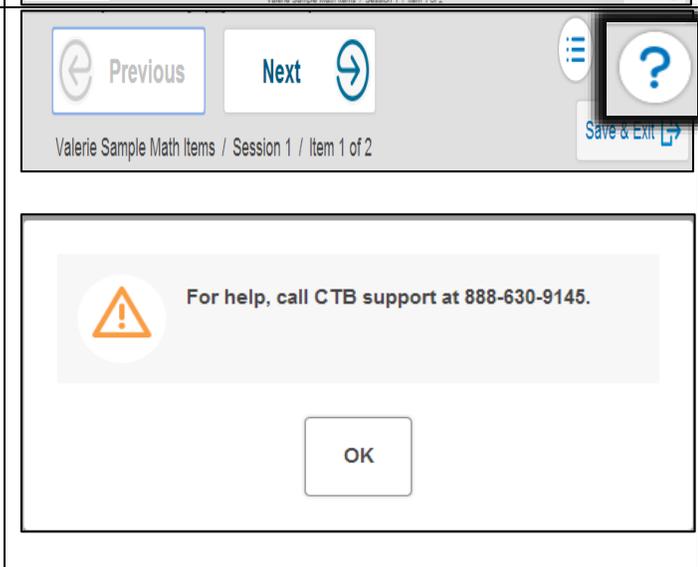
Read Again

Some items, particularly reading items with passages, have multiple screens to navigate through. If the student wished to read the item again, click on the **Read Again** button.

This will return the display to the



<p>first screen of item.</p>																																																								
<p>Question List button – this button will provide you and the student with a summary of the questions that have or have not been answered. Click on the Item # in the Items column to go directly to the item.</p> <p>It will display questions that the student bookmarked for further review.</p> <p>The Read Again option is also available. Click on the link to return to the first screen of the applicable item.</p>	  <table border="1" data-bbox="795 693 1364 1134"> <thead> <tr> <th>Uploaded Files</th> <th>ITEMS</th> <th>BOOKMARK</th> <th>ANSWER STATUS</th> <th>PASSAGES</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Item 1</td> <td></td> <td>NOT ANSWERED</td> <td>Read Again</td> </tr> <tr> <td>2</td> <td>Item 2</td> <td></td> <td>Answered</td> <td></td> </tr> <tr> <td>2</td> <td>Item 3</td> <td></td> <td>Answered</td> <td></td> </tr> <tr> <td>1</td> <td>Item 4</td> <td></td> <td>NOT ANSWERED</td> <td>Read Again</td> </tr> <tr> <td>3</td> <td>Item 5</td> <td></td> <td>NOT ANSWERED</td> <td>Read Again</td> </tr> <tr> <td>5</td> <td>Item 6</td> <td></td> <td>NOT ANSWERED</td> <td>Read Again</td> </tr> <tr> <td>10</td> <td>Item 7</td> <td></td> <td>Answered</td> <td></td> </tr> <tr> <td>2</td> <td>Item 8</td> <td></td> <td>NOT ANSWERED</td> <td>Read Again</td> </tr> <tr> <td>1</td> <td>Item 9</td> <td></td> <td>Answered</td> <td>Read Again</td> </tr> <tr> <td>4</td> <td>Item 10</td> <td></td> <td>Answered</td> <td></td> </tr> </tbody> </table>	Uploaded Files	ITEMS	BOOKMARK	ANSWER STATUS	PASSAGES	1	Item 1		NOT ANSWERED	Read Again	2	Item 2		Answered		2	Item 3		Answered		1	Item 4		NOT ANSWERED	Read Again	3	Item 5		NOT ANSWERED	Read Again	5	Item 6		NOT ANSWERED	Read Again	10	Item 7		Answered		2	Item 8		NOT ANSWERED	Read Again	1	Item 9		Answered	Read Again	4	Item 10		Answered	
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<p>Toggle Button – this button provides full screen mode for viewing the item.</p>																																																								
<p>This is an example of the test when it is not in full screen mode. The address bar and internet tabs are viewable.</p>	 <p>This item is about fractions.</p> <p>This fraction bar is divided into 4 equal parts.</p> <p>There is 1 part that is shaded. This fraction bar shows one-fourth.</p> <p>This fraction circle is divided into 8 equal parts.</p>																																																							

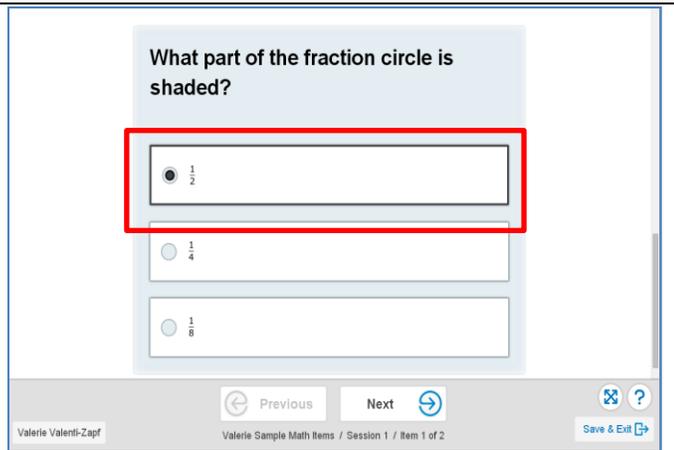
<p>This is an example of full screen mode – no internet tabs or address bars are visible. When you toggle to this view, your browser will provide instructions on how you exit the full screen mode. Or you can simply click on the Toggle button again to exit that view.</p>	
<p>Support button – this button will provide you with the CTB Help Desk phone number should you experience technical difficulties and/or need assistance.</p>	

Answer a question

Each question will have answer options that appear in a stacked format. Each answer is contained within a “tile”. The answer option will also have a radio button on the left side.

To answer a question:

- Click anywhere in the tile to select answer, or click directly in the radio button
- To change an answer, simply click in another answer tile or radio button
- Then select the **Next** button to move on to the next page in the test.
- Responses are automatically saved upon clicking the **Next** or **Previous** button.
- Questions can be left blank. Click **Next** or **Previous** to proceed through the test.



Pause / Resume Test

Pause Test

You may pause the test at any time when administering the test to a student.

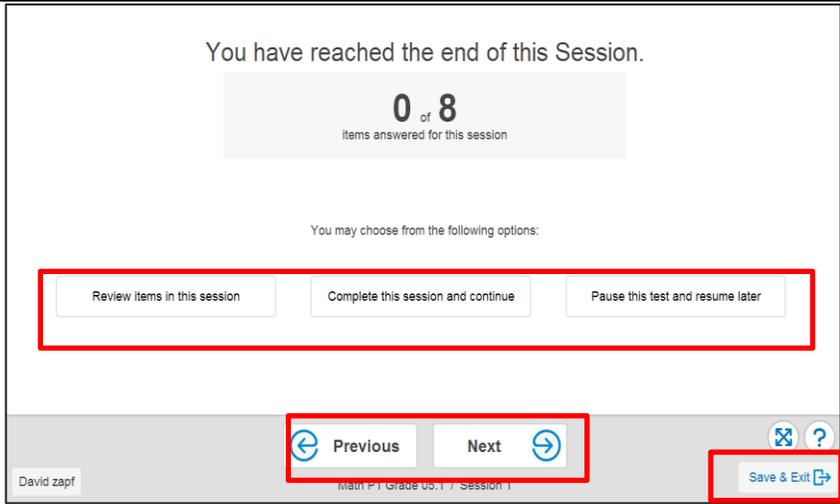
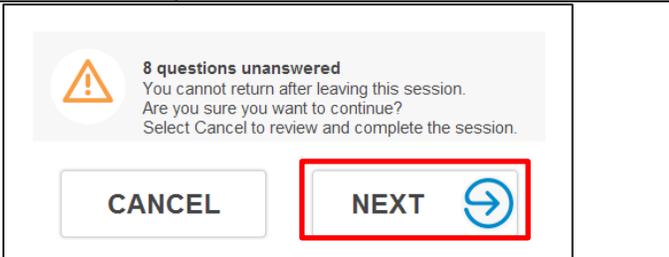
Click **Save & Exit**



<p>A confirmation page will appear.</p> <p>Click OK.</p>																																	
<p>After you click the OK button, or after 10 idle seconds, you will be returned to the My Students page.</p> <p>Students whose test has been paused will have an “in progress” status. This means you can resume the test at any time during the testing window.</p>	<table border="1"> <tr> <td>13139</td> <td>David</td> <td>zapf</td> <td>ELA P1 Grade 05</td> <td>2014-12-31</td> <td>In progress</td> <td>Jeremy Gibson</td> <td>Actions</td> </tr> <tr> <td>13139</td> <td>David</td> <td>zapf</td> <td>Math P1 Grade 05</td> <td>2014-12-31</td> <td>Closed</td> <td>Jeremy Gibson</td> <td></td> </tr> <tr> <td>13140</td> <td>anna</td> <td>apple</td> <td>ELA P1 Grade 03</td> <td>2014-12-31</td> <td>In progress</td> <td>Jeremy Gibson</td> <td>Actions</td> </tr> <tr> <td>13140</td> <td>anna</td> <td>apple</td> <td>Math P1 Grade 03</td> <td>2014-12-31</td> <td>Not started</td> <td></td> <td>Actions</td> </tr> </table>	13139	David	zapf	ELA P1 Grade 05	2014-12-31	In progress	Jeremy Gibson	Actions	13139	David	zapf	Math P1 Grade 05	2014-12-31	Closed	Jeremy Gibson		13140	anna	apple	ELA P1 Grade 03	2014-12-31	In progress	Jeremy Gibson	Actions	13140	anna	apple	Math P1 Grade 03	2014-12-31	Not started		Actions
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<p>Resume Test</p> <p>When you and the student are ready to resume the test, return to the My Students page, locate the student and:</p> <p>Click on the Actions button Select Resume</p>																																	
<p>Note: Upon resuming the test, you will be returned to the last page you were on when you exited the test previously.</p> <p>Continue to administer the test.</p>																																	

End of Session

Each content area test has two sessions. You will know when you are reaching the end of the session by reading the Item Count text below the previous/next buttons.

<p>When you click Next while on the last question in the session, you will see a page that states: “You have reached the end of this Session.”</p>	
<p>At this point, you have three options:</p> <p>Option 1: Click on either the Review items in this session button on the main screen, or the Previous button to go back and review/edit previous questions within the session that just ended.</p> <p>Option 2: Click on the Complete this session and continue button on the main screen or the Next button to continue on to the next session. If you click on this option, you will NOT be able to review any of the questions in the session that just ended.</p> <p>Option 3: Click on the Pause this test and resume later button on the main screen or the Save & Exit button to pause the test here and resume at a later time. Should you choose this option, you can resume the test at a later time; however you will NOT be able to review the items within the session that just ended.</p>	
<p>Should you choose to proceed with the test by clicking on either the Complete this session and continue button on the main screen or the Next button, you will see this message which warns that you cannot return to the session you just left once you click on Next.</p> <p>If you have made an error by</p>	

selecting this option, and you still wish to review the items, simply click **Cancel** and then click on the **Previous** button to return to the session that just ended.

Submit Test

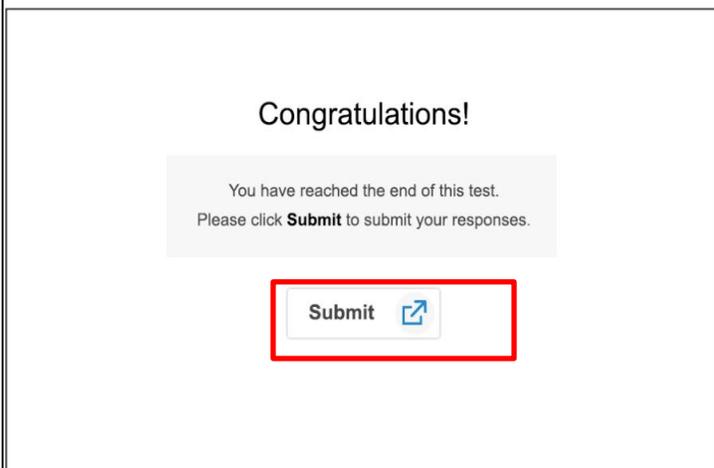
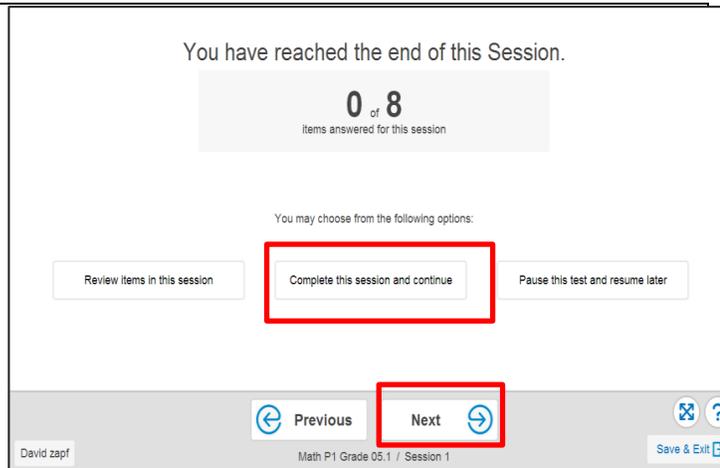
When you have reached the end of session page for the last session in the test you will have 3 options:

- Review the items in the session as previously described
- Pause the test and come back to it a later time (same rules as described in the previous session still apply)
- Complete the session and submit the test.

If you and the student are ready to complete and submit the test, click on the **Complete this session and Continue** button, or the **Next** button.

You will receive a Congratulations message, informing you and the student that you reached the end of the test and it is now ready to submit.

Click on the **Submit** button.



Click **OK**.

The student's test has now been submitted and you will be returned to the My Students page.

The test is now considered complete.

Thank you.

 This test has been submitted.
You will not be able to resume.

OK

When you close the popup window, the system takes you back to the My Students page where you will see the student test status as *Submitted*, and no **Actions** button is provided for that student/test combination.

Student ID	Student First Name	Student Last Name	Test Name	Test Due Date	Test Status	Test Administrator	Actions
358	Orion	Kung	Henry1-1	2014-12-31	Submitted	Joanne Kelly	

Math Constructed Response Items

The Math Constructed-Response (CR) items require students to develop an answer rather than select an answer from response options. CR items are presented as novel tasks, using materials and content presented in an on-demand test format. Directions and materials needed for administering CR items are in the DTA that accompanies each test form. Not all grade levels include mathematics CR items. When presented with these items, the TA will indicate in the NCSC Assessment System if the student provided or did not provide the correct answer based on the scoring rubric in the DTA.

This is an example of the answer responses that the TA has to complete for a Math CR Item. The TA will simply click anywhere in the tile or in the radio button of the applicable response.

Navigating through the item is the same as any other item in the test.

The student provided the correct answer.

The student did not provide the correct answer.

ELA Writing Constructed Response Items

The writing CR items require students to produce a permanent product in response to a writing prompt. Each item is presented in a standardized, scripted sequence of steps. The student or TA must record the response to the prompt on the response templates that are part of the NCSC Assessment System.

For ELA Pilot 2 Test only, an accommodation for scribe/transcription is not required to be included in the student's IEP. However, for the operational test in spring 2015, for a student to receive this accommodation, it must be included in the student's IEP. For further information on the use of scribe/transcription, refer to Appendix C: NCSC Scribe Protocol for Reading, Mathematics, and Writing of the Test Administration Manual (TAM).

For ELA Writing CR items, students may enter their writing product into the textboxes in the system. If the student is not able to do this, then the TA may scribe or transcribe the student writing product into the NCSC Assessment System.

Capture Evidence

There are two ways to capture student evidence for the writing constructed response items in the NCSC Assessment System:

1. Use the computer webcam to capture an image of the evidence
2. Scan the evidence using a scanner, and upload the file as an attachment.

In both cases, you must upload the evidence while the applicable item is still on the test screen. Doing this ensures that the item #, test form, student profile and Test Administrator information is captured when the test is submitted.

1. Capture Evidence Using Webcam

When you are administering the writing items, an additional button will be displayed in the tool bar at the bottom of the page. This is the **Upload Evidence** button.

Click on this button to begin the evidence upload process.



<p>A popup window provides you with two options to capture evidence.</p>	<p>The screenshot shows a 'Upload Evidence' popup window with two buttons: 'Use WebCam' (with a camera icon) and 'Attach File' (with a document icon). The window is overlaid on a test interface showing a question about 'flowers bree gave her teacher'.</p>
<p>Select the Use Webcam button if your computer has one.</p>	<p>This is a close-up of the 'Upload Evidence' popup window. The 'Use WebCam' button, which features a camera icon, is highlighted with a red rectangular border.</p>
<p>The screen will provide a window that will display whatever you place in front of your computer's webcam.</p>	<p>The screenshot shows a live video feed from a webcam. It displays a piece of lined paper with the handwritten text: 'This is a sample essay to test the webcam.' Below the video feed is a blue button labeled 'Take Snapshot'.</p>

<p>The captured image will be displayed for preview. Position the camera or document in a way in which the evidence can be clearly seen. When ready, click on the Take Snapshot button.</p>	
<p>The screen will display the “photo” of the evidence.</p> <p>If you are not satisfied with the captured image, click the Retake button and repeat the process.</p>	
<p>If the image is acceptable:</p> <ul style="list-style-type: none"> ➤ Enter a description for the captured image in the description box. ➤ Click the Attach Image button. 	
<p>A confirmation message appears in the bottom of the page.</p>	



2. Capture Evidence By Uploading a File as Attachment

This option will be used if you are going to scan the student evidence. Once the evidence is scanned you will have to attach the scanned file into this item.

The following attachment formats are accepted with the Upload File feature:

- PNG
- JPG / JPEG

It is important to upload the evidence before the session is closed. Once the session is closed, you cannot get back to the item for which you wish to upload evidence.

When the student completes the writing product, we recommend you pause the test (use save & exit) while the item is displayed on the screen, locate the scanner and scan the student work product. Be sure to have the file saved on the computer where you will resume the student test.

When ready, resume the test for the same student.

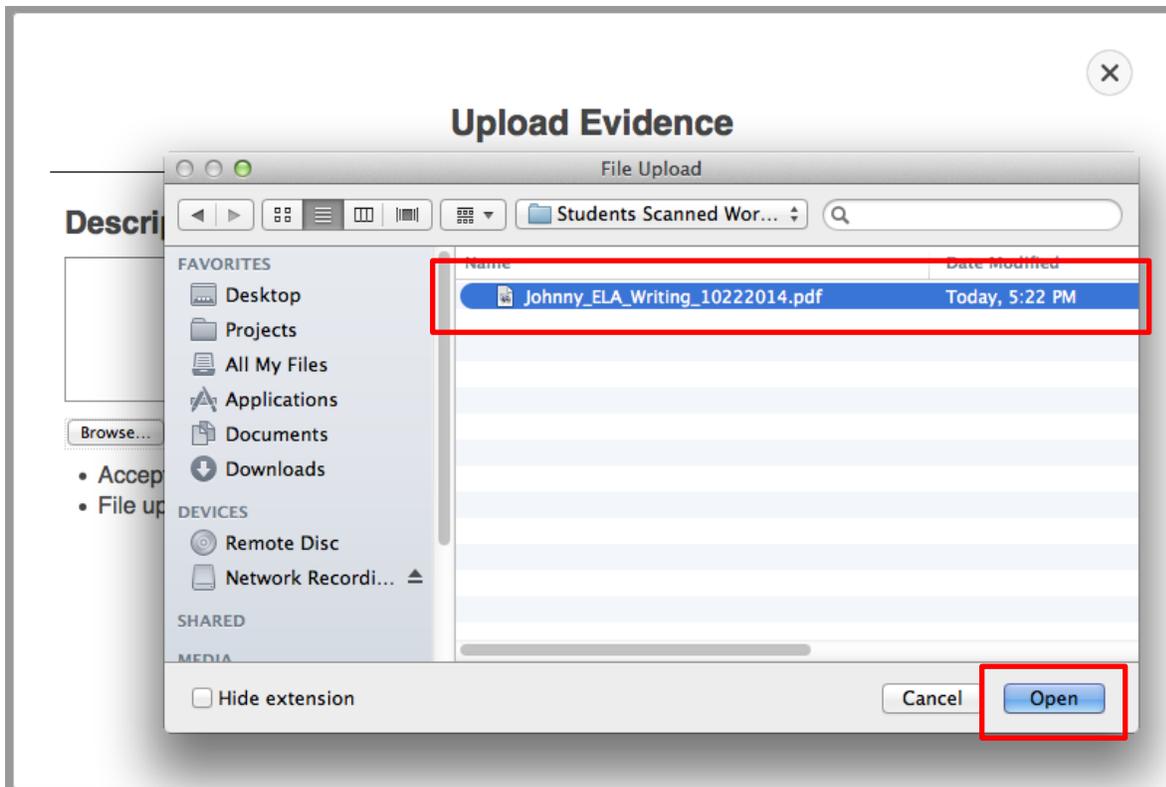


<p>A popup window provides you with two options to capture evidence.</p>	
<p>Select the Attach File button for scanned documents.</p>	
<p>A new popup window opens.</p>	
<p>Type a description into the Description box.</p> <p>Please add the student's name, ID number, grade and item # as part of the description.</p>	

Then, click the Browse button to select the file that contains the scanned image of the student work product.



Select the file that contains the scanned image, and click **Open**.



The selected file name appears next to the **Browse** button.



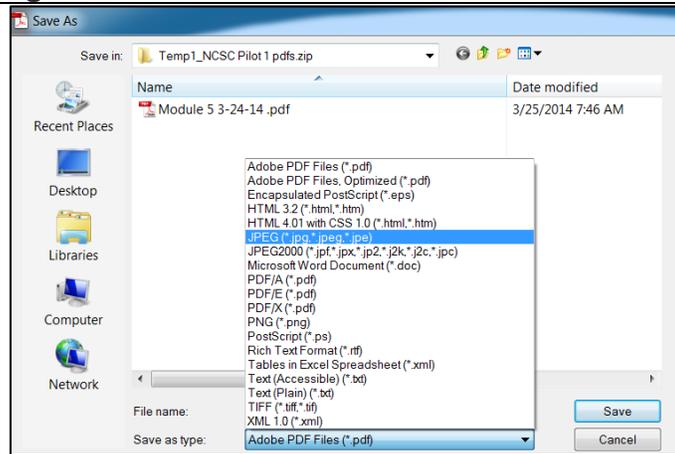
<p>Click the Attach File button when you are ready.</p>	<p>The screenshot shows the 'Upload Evidence' popup window. It has a title bar with a close button (X). Below the title bar is a 'Description' field containing the text: 'Johnny provided 2 work products, but asked me to upload this one only.' Below the description is a file selection area showing 'Browse...' and 'Johnny_ELA_Writing_10222014.pdf'. Below that are two bullet points: 'Accepted files for upload: pdf, jpeg, png' and 'File upload maximum size is 10 MB'. At the bottom of the popup is a blue 'Attach File' button, which is highlighted with a red box.</p>
<p>The system will provide you with a confirmation.</p>	<p>The screenshot shows the 'Upload Evidence' popup window after the file has been uploaded. The 'Attach File' button is no longer visible. Instead, a confirmation message is displayed: 'The evidence selected has been successfully uploaded.' This message is accompanied by a green checkmark icon and is highlighted with a red box.</p>
<p>Click the X in the corner of the popup window to close it. The system will take you back to the item for which you just uploaded the evidence.</p>	<p>The screenshot shows the assessment interface. The 'Upload Evidence' popup window is now closed. The text 'flowers Bree gave her teacher.' is visible above the popup. The 'X' button in the top right corner of the popup window is highlighted with a red box. Below the popup, the assessment navigation controls are visible, including 'Previous', 'Next', and 'Save & Exit' buttons.</p>

Save .PDF files as .png .jpg or .jpeg

PDF files are not acceptable file attachments for uploading and will be rejected by the NCSC Assessment System.

All scanners are different and may save the scanned document in different formats. Should your scanner save images as a .pdf file by default, you **must** open the .pdf, click **Save As** and select one of the acceptable formats - .png, .jpg or .jpeg – from the **Save As Type** field

Once the document is saved in the accepted format, you can upload the evidence as previously described.



Assessment Features

This section prepares you to use the assessment features that are available directly in the NCSC Assessment System.

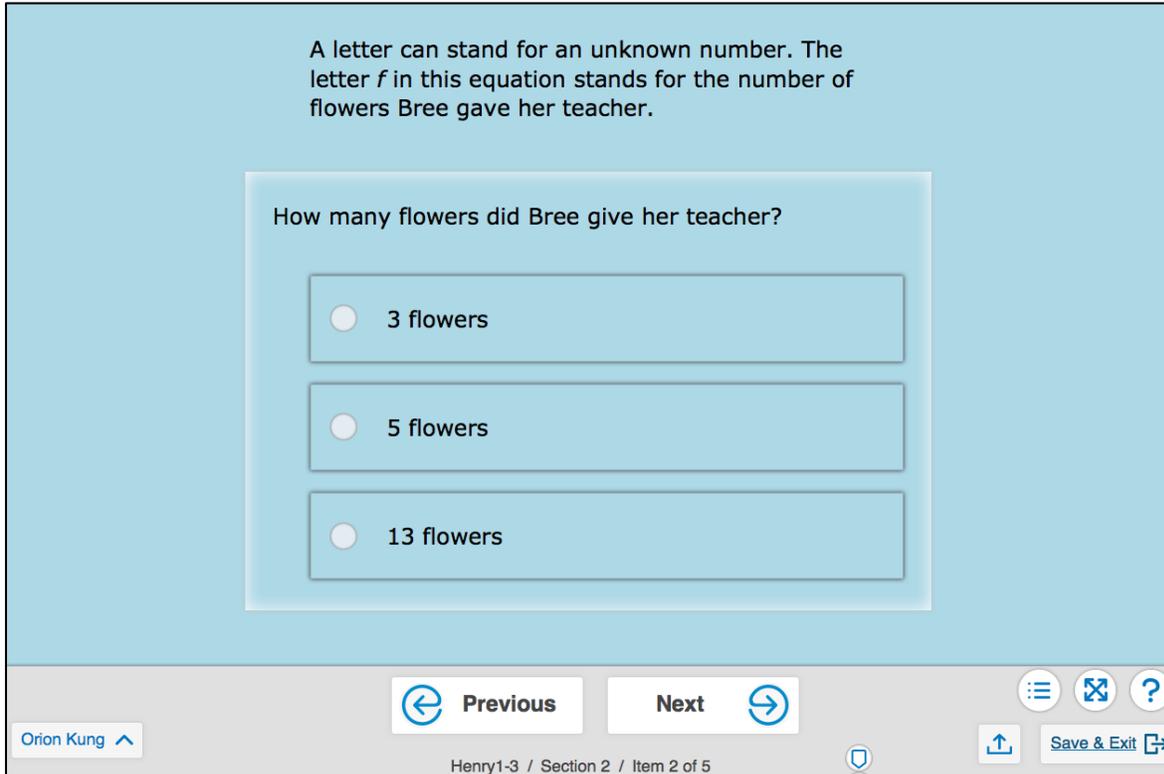
The assessment features that are available are:

- Alternate Color Themes
- Answer Masking
- Audio Player
- Line Reader
- Magnification

We recommend you practice these assessment features with the sample items first to become familiar with them before you administer the Pilot 2 Test to students.

<p>These features are accessible once the student test has started. To access them click on the student name in the bottom left corner of the screen.</p> <p>A dropdown menu containing the available assessment features opens.</p>	
<p>Alternate Color Themes - also known as Background/Font Color (Color Contrast) as noted in Table 7 of the TAM. Alternate Color Themes is a feature that allows a user to change the background and font color. Six options are available:</p> <ol style="list-style-type: none"> 1) Black on White 2) Black on Cream 3) Black on Light Blue 4) Black on Light Magenta 5) White on Black 6) Light Blue on Dark Blue 	
<p>From the drop down menu, click on Alternate Color Themes</p>	
<p>A new menu appears with the different color theme options.</p> <p>Select an option by clicking on it.</p> <p>You will notice a checkmark by the selected theme.</p>	
<p>When you select a new theme, the background color and font color changes the text provided in the online test.</p>	

As long as the new color theme is selected, all items in the test will appear with the same background and font color theme, as shown in the example below.



A letter can stand for an unknown number. The letter f in this equation stands for the number of flowers Bree gave her teacher.

How many flowers did Bree give her teacher?

- 3 flowers
- 5 flowers
- 13 flowers

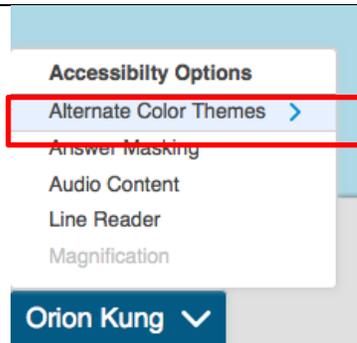
Orion Kung ^

Henry1-3 / Section 2 / Item 2 of 5

Previous Next

Save & Exit

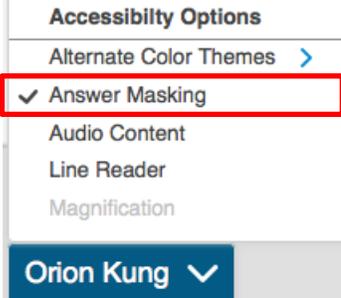
To turn it off, click on the student name again. Then click on **Alternate Color Themes**.

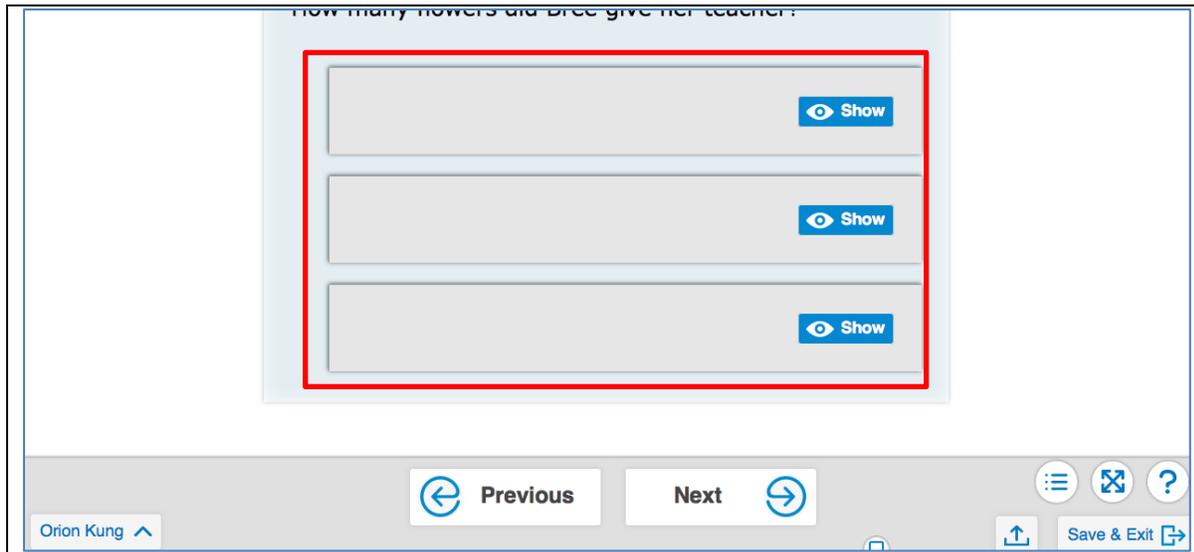


Accessibility Options

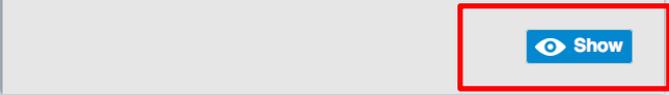
- Alternate Color Themes >
- Answer Masking
- Audio Content
- Line Reader
- Magnification

Orion Kung v

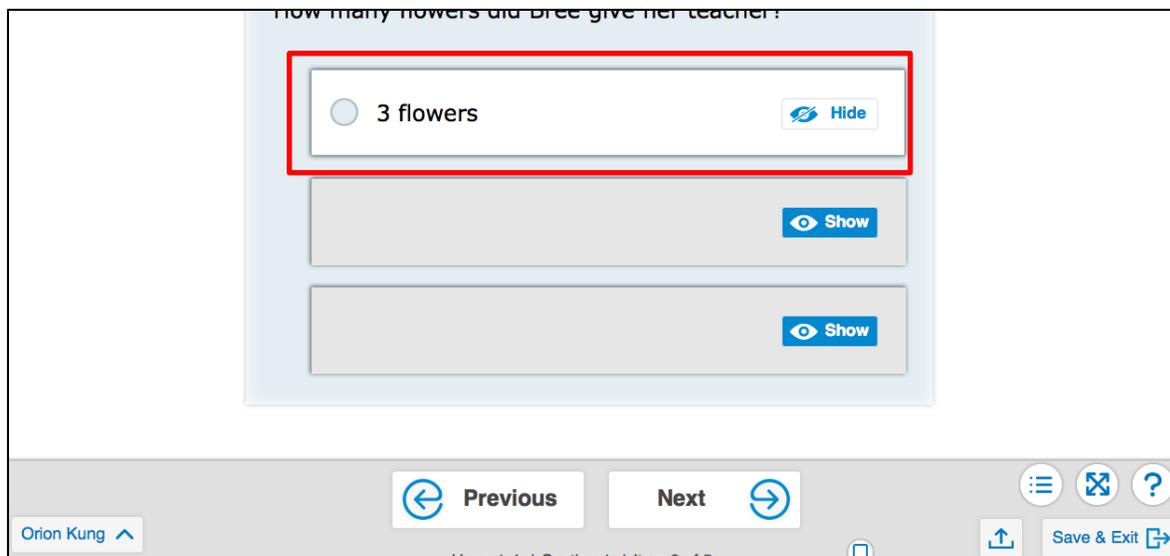
<p>Select the Black on White option. This is the default color theme for the test (or you can change to another theme that is needed by the student).</p>	
<p>Answer Masking Answer masking is a feature that allows the TA or student to hide the answers in order for the student to focus on the stem. Each answer may then be unhidden one answer option at a time.</p>	
<p>Select the Answer Masking option from the dropdown menu.</p> <p>You will notice a checkmark by the selected feature.</p>	
<p>As long as the Answer Masking feature is selected, all items in the test will appear with masked answer options, as shown in the example below.</p>	



To unmask each of the answers click on the **Show** icon.



You will see the selected answer displays, while the other answer choices remain hidden.

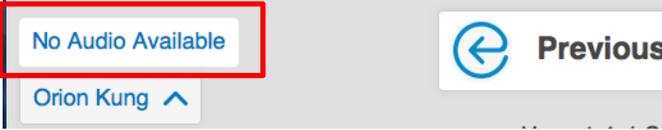
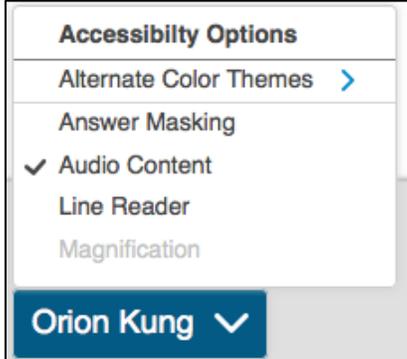
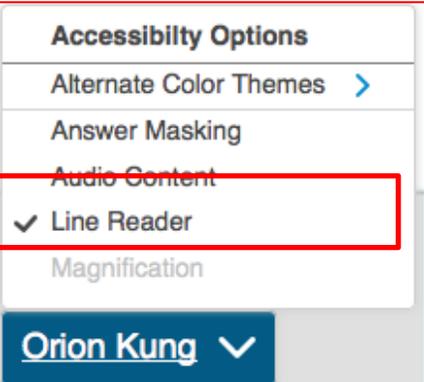
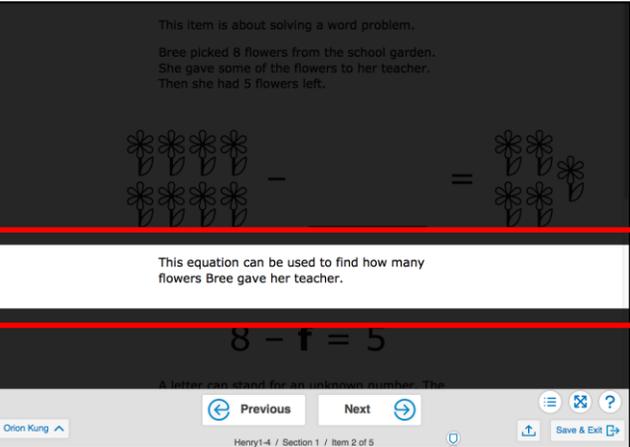


To re-hide the answer option click on the **Hide** button.

Repeat these steps for each answer option.



<p>To turn this feature off, click on the student name again to uncheck the feature.</p>	
<p>Deselect the feature by clicking on Answer Masking.</p>	
<p>Audio Player Text is read aloud digitally to the student. The Audio player tool reads each line automatically but can be paused, resumed and made to repeat segments.</p>	
<p>Select the Audio Player option from the dropdown menu (note: screen shot may look different from you will see in the System). You will notice a checkmark by the selected feature.</p>	
<p>An audio player tool opens in the tool bar. The player tool is available as long as Audio Player is selected. Please note the tool may look different than shown here. Display is dependent on your web browser.</p>	
<p>You can pause, play, and replay as needed using the player tool.</p>	

<p>If audio is not available for an item, the No Audio Available message will display.</p>	 <p>A screenshot of the assessment interface showing a red-bordered box around the text "No Audio Available". To the right is a "Previous" button with a left-pointing arrow. Below the message is a student name "Orion Kung" with an upward-pointing arrow.</p>
<p>To turn this feature off, click on the student name again to uncheck the feature.</p>	 <p>A screenshot of the "Accessibility Options" menu. The menu items are: "Alternate Color Themes" with a right arrow, "Answer Masking", "Audio Content" with a checkmark, "Line Reader", and "Magnification". At the bottom is a blue button with the student name "Orion Kung" and a downward arrow.</p>
<p>Line Reader The NCSC Assessment System supports Line Reader functionality. The entire item is shaded to allow focused attention to one or a few lines at a time.</p>	
<p>Select the Line Reader option from the dropdown menu.</p> <p>You will notice a checkmark by the selected feature.</p>	 <p>A screenshot of the "Accessibility Options" menu, similar to the previous one, but with a red-bordered box around the "Line Reader" option, which now has a checkmark next to it.</p>
<p>As long as the Line Reader feature is selected, all items in the test will appear with line reader on, as shown in the example here.</p> <p>With the Line Reader feature on, the entire item is shaded to allow focused attention to one or a few lines at a time.</p> <p>To move the line reader use the mouse or up and down arrow buttons on your keyboard.</p>	 <p>A screenshot of a math problem interface. The text reads: "This item is about solving a word problem. Bree picked 8 flowers from the school garden. She gave some of the flowers to her teacher. Then she had 5 flowers left." Below this is a visual equation: 8 flowers minus 1 flower equals 5 flowers. At the bottom, a white box with a red border contains the text: "This equation can be used to find how many flowers Bree gave her teacher." Below that is the equation $8 - f = 5$. At the very bottom, there is a navigation bar with "Previous" and "Next" buttons, and a footer that says "Henry-4 / Section 1 / Item 2 of 5".</p>

<p>To turn the feature off, click on the student name again to uncheck it.</p> <p>Uncheck the feature by clicking the checkmark by the feature.</p>												
<p>Magnification</p>												
<p>Select the Magnification option from the dropdown menu</p>												
<p>A magnification bar will appear on the item. The content that is within the bar will be magnified.</p> <p>To move the magnification bar use your mouse or up and arrow buttons on your keyboard.</p> <p>As long as the Magnification feature is selected, all items in the test will appear with the magnifier tool, as shown in this example.</p>		<p>The graph shows the following data points:</p> <table border="1"> <thead> <tr> <th>Temperature (x-axis)</th> <th>Sales (\$) (y-axis)</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>300</td> </tr> <tr> <td>2</td> <td>500</td> </tr> <tr> <td>3</td> <td>700</td> </tr> <tr> <td>4</td> <td>800</td> </tr> </tbody> </table>	Temperature (x-axis)	Sales (\$) (y-axis)	1	300	2	500	3	700	4	800
Temperature (x-axis)	Sales (\$) (y-axis)											
1	300											
2	500											
3	700											
4	800											
<p>To turn this feature off, click on the student name again to deselect it.</p>												

Appendix A: Assessment Features and Assistive Technology

NCSC Assessment Features

The following table summarizes available assessment features and the means to provide the feature to the student as seen in Table 7 of the Test Administration Manual.

Feature	Embedded in NCSC Assessment System	Browser	Operating System	TA
Answer Masking NCSC Assessment System supports answer masking. Answer masking allows students/TAs to electronically cover and reveal individual answer options as needed	✓			✓ (for paper version)
Audio Player - Text is read aloud digitally to the student. The Audio player tool reads each line automatically but can be paused, resumed and made to repeat segments.	✓			
Alternate Color Themes The student or TA changes the onscreen background color and/or font color based on need or preference.	✓		✓	
Increase Size of Text and Graphics Computers provide a zoom in or zoom out function. Projection systems or video magnifiers may be used to increase size based on individual student needs.		✓	✓	
Increase Volume Computers allow the user to adjust the volume on its speakers		✓	✓	

<p>Line Reader Tool NCSC Assessment System supports Line Reader. The entire item is shaded to allow focused attention to one or a few lines at a time.</p>	✓			
<p>Magnification – being developed in NCSC Assessment system (TBD)</p>	✓			
<p>Read Aloud and Reread Item Directions, Response Options, Passage The TA may read the directions, response options, or passage as often as is reasonable to obtain a student’s response to an item. All text must be read to students exactly as written, i.e., no paraphrasing or variation of speed to emphasize words in ways that provide hints as to correct or incorrect responses.</p>				✓

Assistive Technology Compatibility

Students may use a variety of assistive technology devices to input responses, both as selected responses (choice interactions) and as text-based open responses. The NCSC Assessment System also supports response input using AT devices. Input could occur through alternate keyboards, eye gaze, switch devices, or speech-to-text, and other similar input devices. Students are also expected to access text using AT devices (e.g., screen readers) but refreshable braille display is not supported for presentation of text-based content for the first operational year.

In general, the following assistive technology types are expected to be compatible with the Test Administration system:

a. Text-to-speech

The NCSC Assessment System supports text-to-speech devices. The text-to-speech devices should be tested with the sample items prior to administering the test to students.

b. Alternate keyboards

In general, alternate keyboards should be compatible as a basic USB keyboard. The keyboards should be tested with the sample items prior to administering the test to students.

c. Switch-based navigation and answer selection

Switch based navigation systems have been tested and should be compatible with the NCSC Assessment System. Please test the device using the sample items prior to administering the test to students.

d. Eye gaze

We anticipate eye gaze devices to be compatible with the system, and have tested some devices to assure compatibility:

Keyboard-only Navigation Shortcuts

The NCSC Assessment System allows a student or TA to use the shortcut keys on the keyboard to achieve basic functions when usage of mouse is not an option. Below are the shortcut keys mapped to the Assessment functions.

A. Functions that students use:

Keyboard Navigation Reference	PC Shortcut Key	Mac Shortcut Key
PREVIOUS	CTRL + left arrow	CTRL + <
NEXT	CTRL + right arrow	CTRL + >
SELECT ANSWER	NUMBER KEYS (1-10)	NUMBER KEYS (1-10)
SCROLL UP	CTRL + Up Arrow	CTRL + Option + Up Arrow
SCROLL DOWN	CTRL + Down Arrow	CTRL + Option + Down Arrow

B. Additional Functions that TAs may use:

Keyboard Navigation Reference	PC Shortcut Key	Mac Shortcut Key
HELP	CTRL + ?	CTRL + ?
UPLOAD EVIDENCE	CTRL + ALT + U	CTRL + U
OPEN QUESTION LISTING	CTRL + ALT + L	CTRL + L
OPEN & CLOSE ACCESSIBILITY MENU	CTRL + ALT + O	CTRL + O
Attach File	CTRL + ALT + A	CTRL + A

Choose File/Browse	CTRL + ALT + C	CTRL + C
Description Box	CTRL + ALT + D	CTRL + D
File Attachment	CTRL + ALT + F	CTRL + F
Retake Snapshot	CTRL + ALT + R	CTRL + R
Take Snapshot	CTRL + ALT + T	CTRL + T
Web Camera	CTRL + ALT + W	CTRL + W
CLOSE OVERLAY/POPUPS	CTRL + ALT + X	CTRL + X
REVIEW SESSION/NEXT POPUP	CTRL + ALT + N	CTRL + N

Appendix B: Technology Requirements

Browser

You will use a browser to interact with the online assessment. Three major browsers (listed below) are supported for the pilot. Currently, we recommend the latest version of each of these browsers for Pilot 2 Test. If you would like to determine the browser you are running and its' version, simply navigate to the Google site whatbrowser.org. You can also upgrade your browser to the latest version from this page for free. If you experience problems with the assessment, log out, then log in with a different browser. Below are the supported browser versions.

	Browser	Version
1	Chrome	26 and above
2	Firefox	24 and above
3	Internet Explorer	IE9 and above

There are two additional requirements for the browser to administer the NCSC Assessment:

- The browser must support cookies
- The browser must have javascript enabled.

Operating System

For the Fall 2014 Pilot, the assessment must be delivered on Windows or Apple OS X (Mac) operating systems. The following versions are supported.

Operating	Version
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	System	
1	Windows	Windows Vista SP2, Windows 7, Windows 8
2	Mac (Apple OS X)	10.4.4 (Tiger), 10.5 (Leopard), 10.6 (Snow Leopard), 10.7 (Lion), 10.8 (Mountain Lion), 10.9

For older versions than the above list, if the operating system runs the latest version of the browsers specified above, the assessment should be delivered successfully.