Online Writing Test

Test Administrator Manual
Grade 8

October 1-23, 2012

http://iservices.measuredprogress.org

Contact Information

General Information

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

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

NECAP Policy Information

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

Susan Fossett, Interim MEA/NECAP Coordinator
Maine Department of Education
23 State House Station, Augusta, ME 04333
207-624-6774
www.maine.gov/education/necap

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

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

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

TEST SECURITY

All test items and responses to those items in the New England Common Assessment Program are secure and may not be copied or duplicated in any way, or retained in the school after testing is completed.

Checklist for Test Administrators

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

Before testing:

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

During testing:

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

After testing:

- ❒ End each student's test session within the Proctor Test Workstation, according to the directions in this manual and the *NECAP Online Writing User Guide*
- ❒ Instruct students to close and log out of the test session at their workstations
- ❒ Collect the Student Login Tickets and scratch paper
- ❒ Instruct students to complete the Online Writing Student Questionnaire
- ❒ Refer to the Online Writing Test Administrator Manual used for the paper and pencil version of the test for instructions concerning the paper Student Questionnaire and returning test materials

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The New England Common Assessment Program

Structure and Format of the Test

The NECAP online writing test contains the same test items as the paper and pencil test. There are two sessions of the online test. The following types of items are included:

- Multiple-choice items, which require students to select the correct answer from four possible responses
- Constructed-response items, which require students to write a brief response
- Writing prompts, which require students to demonstrate their ability to communicate in writing through an extended response – these prompts are both stand alone and text based

Test Administrator's Responsibilities

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

The test administrator's primary responsibilities include:

- Reading the *Online Writing Test Administrator Manual* and *NECAP Online Writing User Guide*
- Meeting with the test coordinator to review the testing schedule
- Reviewing testing procedures in the manuals and in the webinar presentation available on the Data Administration System (https://necap.measuredprogress.org/das/)
- Using the Proctor Test Workstation to start, monitor, and end testing in your classroom
- Ensuring a standardized test environment by following the directions and scripts in this manual
- Testing the group of students assigned to you according to the instructions in this manual

Test Security (Before, During, and After Testing)

All test and answer booklets, and online test content, are secure and must not be released, copied, or duplicated in the school before or during testing or retained in the school in any way after testing is completed. To protect the security of the test, all test administrators must carefully follow the instructions in this manual for administering the test and handling materials. Keep the test and answer booklets secure at all times. Any loss of test materials should be reported immediately to the test coordinator.

Using secure test material to prepare students in any way for this test administration is a violation of test security and testing procedure.

Breaches in Test Security

Any concern about breaches in test security or noncompliance with test administration procedures must be reported **immediately** to the test coordinator and/or principal. The test coordinator and/or principal is responsible for **immediately** reporting the concern to the district superintendent and state assessment contact at the department of education.

Before Testing

Preparation for Test Administration

Manuals

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

The *NECAP Online Writing User Guide* provides details about the various components of online testing, including working within the Proctor Test Workstation and working in the Student Test Workstation. The guide is available for download at http://iservices.measuredprogress.org or from the Data Administration System with a password obtained from your test coordinator.

Test Schedule

The testing window for all content areas is October 1-23, 2012. The test coordinator in your school will arrange a testing schedule with you. All testing must be completed in this window.

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

Test sessions must be taken in order: Reading; Mathematics; Writing. Refer to the table on the following page for the order in which the online writing tests must be scheduled and administered.

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

The Grade 8 NECAP Writing test sessions are designed to be completed in approximately 45 minutes. However, recognizing that students work at different rates, NECAP tests are not strictly timed. Students are allowed up to an additional 45 minutes per session, as long as they are working productively. Therefore, the schedule will allow 90 minutes of uninterrupted time for administering each test session.

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

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

Writing Testing Sessions and Time: Grade 8		
Test Session	**Test Activity**	**Scheduled Time* (in minutes)**
Writing Session 1	Testing (10 multiple-choice and 3 constructed-response)	90
Writing Session 2	Testing (1 extended writing prompt)	90
Student Questionnaire	Online Writing Questionnaire	10
* Although 90 minutes are scheduled for each session, in past years of the paper-based test administration the vast majority of students finished in 75 minutes or less.		

Prior to Test Administration

Equipment and Materials Permitted and Prohibited During Test Administration

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

Schools may provide students with the paper Writing Student Test Booklet to reference during the test. The paper Writing Student Test Booklet is not required in order to complete the test. All test content printed in the paper Writing Student Test Booklet is displayed on the Student Test Workstation.

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

Preparing Students and the Test Site

To prepare your students for the assessment, you should:

- Inform students of the types of questions included in the test:
    - Some of the questions are called multiple-choice, meaning that they will read a statement or question and then choose one answer out of four possible answer choices
    - The other type of question will require students to type an answer in the response box
    - Students have approximately one page (or a maximum of 800 characters) for a constructed response item, and approximately three pages (or a maximum of 2,400 characters) for an extended response item
    - Students are not required to have a certain number of characters; the character counter is for informational purposes only

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

- ensure that student workstations are ready for testing; in the case of laptops, this includes making sure devices are fully charged.
- ensure that students have sufficient space and computer monitors are repositioned to prevent students from seeing each other's work.
- remove or cover any displayed materials in the classroom or on student workstations that would interfere with proper test administration.
- obtain paper copies of the Writing Student Test Booklet, if your school has decided to distribute them
- obtain scratch paper and writing implements for each student you will be testing.
- obtain your login information for the Proctor Test Workstation from your test coordinator.
- familiarize yourself with the functionality of the Proctor Test Workstation.
- obtain a printed Student Login Ticket from your test coordinator for each student assigned to you for testing.

Just prior to testing, you should:

- review the session scripts that you will read to students during testing.
- post a "Testing – Please do not disturb" sign on the classroom/lab door as appropriate.
- instruct students to clear their workspaces of books and other materials not needed during testing.
- distribute scratch paper and writing implements to students for the current session.
- obtain the Test Access Code for the appropriate session of the test from your Proctor Test Workstation.

If you have questions about student computers, Student Login Tickets, or the Proctor Test Workstation, see Appendix A of this manual, the *NECAP Online Writing User Guide,* or your test coordinator prior to testing.

During Testing

Test Administration

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

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

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

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

Remember that the questions you are permitted to answer are:

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

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

IMPORTANT REMINDERS FOR TEST ADMINISTRATORS:

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

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

When a student has reached the End of Session screen, test administrators should instruct the student to re-check their online responses for unintentionally skipped items before authorizing him or her to sit quietly and/or read appropriate reading materials.

Writing — Session 1

Estimated Time: 45 Minutes
(Up to 45 minutes additional time may be allowed)

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

Materials allowed: Writing Student Test Booklet (if your school has decided to distribute them), appropriate reading materials for students who finish testing early.

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

Student computers MUST have the Student Test Workstation open prior to reading the information below. Each student's computer should be on the initial login screen.

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

Test administrators MUST be logged into the Proctor Test Workstation prior to reading the information below. See the *NECAP Online Writing User Guide* (available at http://iservices.measuredprogress.org) **for directions on starting both systems.**

1. Say to the students:

> **Do not touch the computers until you are instructed to do so. Today, you will be tested in writing. In Session 1, you will answer thirteen questions. Some of the questions will require you to do some reading before responding. You may not be able to answer every question, but it is important that you read each one carefully and do your best. If you are not sure of the answer to a question, you should make your best guess.**
>
> **Be sure to plan your written answers. You will have the equivalent of about one page, or a maximum of 800 characters, for each written response. You may use your scratch paper to plan your answers and make notes, but only what you type in the response box will be recorded. Your scratch paper will be collected at the end of the session. Does anyone have any questions?** (Answer any questions students have about the directions.)

2. Say to the students:

> **It will probably take you about 45 minutes to complete this session of the test, but you can have more time if you want it. When you come to the End of Session screen, you may continue to edit and revise your work in this session as needed.**
>
> **If you get stuck on a word in the test, I can read the word to you. I cannot read a whole question or passage to you. If you want help reading a word, raise your hand.** (During the test session, pronounce a word to students who ask for assistance. Do not define the word or help the students in any other way.) **Are there any questions?** (Answer any questions students have about the directions.)

3. **Distribute a Student Login Ticket to each student**. Say to the students:

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

4. Once all students have successfully logged into the system, provide students with the Test Access Code from your Proctor Test Workstation specific to the test you will be administering. Post the code at the front of the room.

5. Say to the students:

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

6. Ensure that each student's name appears on your Proctor Test Workstation. Each student's "Status" should say "Cover." Students should be viewing the screen that reads "Grade 8 Writing – Session 1." Say to the students:

> **Your screen should read "Grade 8 Writing – Session 1." Raise your hand if you are on the wrong screen.** (Make sure all students are appropriately logged in and are on the first screen. Refer to the *NECAP Online Writing User Guide* or contact your technology coordinator if students have trouble logging in.)
>
> **Click the green arrow labeled "Next" at the bottom of your screen. You will now see an explanation of the buttons on the bottom of your screen, called the Test Map. If you need to, you can come back to this screen at any time.**
>
> **Click the green arrow labeled "Next" again. You will now see a list of tools. These tools are available for you to use while taking the test. If you need to, you can come back to this screen at any time.**
>
> **Does anyone have any questions about how to navigate through the test?** (Answer any questions students have about navigating the test.)

7. Say to the students:

> **Once I allow you into the test, questions will be presented one at a time. You may click the flag button if you would like to mark a question and return to it later. There are tools available that will allow you to highlight a word or cross words out.**

Multiple-choice questions will be followed by several possible answers. The computer will allow you to choose only one answer at a time for each question. You can use the mouse or keyboard to navigate and choose answers. To answer a question using the mouse, position the pointer over any part of an answer and click once. To answer a question using your keyboard, simply type the letter that corresponds to the answer you want to select. For example, to select option A, type the letter A on your keyboard. You may change your answer if you choose to.

Some questions will require you to type your answer in a response box. Click in the box and begin typing. If you choose to go forward or back, your response will be saved. You will need to click on the "Continue Working" button to type in the box again. As you type you will have the equivalent of about one page, or a maximum of 800 characters, for each written response. Your answer does not have to contain a certain number of characters. The character counter is for your information only. (Students will not see the character counter until they reach question #11.)

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

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

8. On your Proctor Test Workstation, **select "Session 1" from the dropdown, and then click the blue "Go" button** to move students into Session 1. Students can now access the test questions. Say to the students:

You may begin.

9. While students are working, actively proctor the testing environment and be security conscious. Walk around the room to make sure that each student is logged into the correct test and is at the correct workstation. Do this by checking to see if the name located at the top right of the computer screen and shown on the Student Login Ticket matches the name of the student sitting at the workstation.

10. Students should be allowed to continue working up to 90 minutes as long as they are working productively. You may decide to end the session at any point after 45 minutes if all students have completed the session. Ensure that students who have finished are quiet so they will not disturb those students who require more time.

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

    NOTE: In urgent or other special circumstances, you may remove a single student from the session. Refer to the *NECAP Online Writing Training Presentation for Test and Technology Coordinators* (available at http://iservices.measuredprogress.org) for specific instructions.

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

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

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

> **You will now see a red stop sign on the Finished Working screen. Click on the red button labeled "Complete" in the Test Map.** (In your Proctor Test Workstation, each student's "Status" should now say "Test Complete").
>
> **Next, click the yellow button labeled "Close." Finally, click "Logout."** (In your Proctor Test Workstation, each student's "Status" should now be blank.)
>
> **Wait quietly at your seat while the Student Login Tickets and scratch paper are collected.**

13. Verify that **all** students are logged out of the Student Test Workstation. In your Proctor Test Workstation, the student's "Status" is blank when he or she has logged out.

14. In your Proctor Test Workstation, click the "End Session" button, and then click "Ok" to end the test session.

15. If you are **not** going on to the next session immediately, collect the Student Login Tickets, scratch paper, and Writing Student Test Booklets (if students have them). Keep all used test materials in a secure place to return to the test coordinator. Instruct students to shut off their computers, if appropriate. Laptops should be moved to a charging cart or otherwise plugged in. Store the Student Login Tickets in a secure location until you are ready to begin Session 2.

    If you **are** going on to Session 2 after a short break, instruct students to set aside their Student Login Ticket, scratch paper, and Writing Student Test Booklets (if students have them) until you begin the next session.

Writing — Session 2

Estimated Time: 45 Minutes
(Up to 45 minutes additional time may be allowed)

Materials needed: Student Login Tickets (the same tickets from Session 1 can be used again), **scratch paper, pen or pencil. The proctor will need a copy of the Writing Student Test Booklet to read from.**

Materials allowed: Writing Student Test Booklet (if your school has decided to distribute them), appropriate reading materials for students who finish testing early.

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

Student computers MUST have the Student Test Workstation open prior to reading the information below. Each student's computer should be on the initial login screen.

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

Test administrators MUST be logged into the Proctor Test Workstation prior to reading the information below. See the *NECAP Online Writing User Guide* (available at http://iservices.measuredprogress.org) **for directions on starting both systems.**

1. Say to the students:

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

2. Say to the students:

> **It will probably take you about 45 minutes to complete this session of the test, but you can have more time if you want it. When you come to the End of Session screen, you may continue to edit and revise your work in this session as needed. Are there any questions?** (Answer any questions students have about the directions.)

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

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

4. Once all students have successfully logged into the system, provide students with the Test Access Code from the Proctor Test Workstation specific to the test you will be administering. Post the code at the front of the room.

5. Say to the students:

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

6. Ensure that each student's name appears on your Proctor Test Workstation. Each student's "Status" should say "Cover." Students should be viewing the screen that reads "Grade 8 Writing – Session 2." Say to the students:

> **Your screen should read "Grade 8 Writing – Session 2." Raise your hand if you are on the wrong screen.** (Make sure all students are appropriately logged in and are on the first screen. Refer to the *NECAP Online Writing User Guide* or contact your technology coordinator if students have trouble logging in.)
>
> **Click the green arrow labeled "Next" again. You will now see an explanation of the buttons on the bottom of your screen, called the Test Map. There is only one extended-writing prompt in this test session. If you need to, you can come back to this screen at any time.**
>
> **Click the green arrow labeled "Next" at the bottom of your screen. You will now see a list of tools. These tools are available for you to use while taking the test. If you need to, you can come back to this screen at any time.**
>
> **Does anyone have any questions about how to navigate through the test?** (Answer any questions students have about navigating the test.)

7. Say to the students:

> **This session of the test requires you to type your answer in a response box. Click in the box and begin typing. If you choose to go forward or back, your response will be saved. You will need to click on the "Continue Working" button to type in the box again. As you type you will have the equivalent of about three pages, or a maximum of 2400 characters, for each written response. Your answer does not have to contain a certain number of characters. The character counter is for your information only.**
>
> **When you have reached the end of the test session you may still go back and review your writing. After you are finished, click forward to the End of Session screen. Do not touch your computer again until you are instructed to do so. Please sit quietly and read until everyone is finished. Do not attempt to exit the test until you are instructed to do so.**
>
> **Does anyone have any questions?** (Answer any questions students have about the directions.)

8. On your Proctor Test Workstation, **select "Session 2" from the dropdown, and then click the blue "Go" button** to move students into Session 2. Students can now access the test questions.

9. **This test session is read aloud once to all students.** You will need a copy of the paper Writing Student Test Booklet to read Session 2 aloud. Say to the students:

> **Click the green "Next" button once, and follow along on the screen as I read to you.** (Read aloud all of the text on page 10 in the Writing Student Test Booklet. Text includes italicized statements, passages, questions, and prompts.) **You may reread the text on your own at any time. You may begin.**

10. While students are working, actively proctor the testing environment and be security conscious. Walk around the room to make sure that each student is logged into the correct test and is at the correct workstation. Do this by checking to see if the name located at the top right of the computer screen and on the Student Login Ticket matches the name of the student sitting at the workstation.

11. Students should be allowed to continue working up to 90 minutes as long as they are working productively. You may decide to end the session at any point after 45 minutes if all students have completed the session. Ensure that students who have finished are quiet so they will not disturb those students who require more time.

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

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

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

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

> **You will now see a red stop sign on the Finished Working screen. Click on the red button labeled "Complete" in the Test Map.** (In your Proctor Test Workstation, each student's "Status" should now say "Test Complete").
>
> **Next, click the yellow button labeled "Close." Finally, click "Logout."** (In your Proctor Test Workstation, each student's "Status" should now be blank.)
>
> **Wait quietly at your seat while the Student Login Tickets and scratch paper are collected.**

14. Verify that **all** students are logged out of the Student Test Workstation. In your Proctor Test Workstation, the student's "Status" is blank when he or she has logged out.

15. In your Proctor Test Workstation, click the "End Session" button, and then click "Ok" to end the test session.

16. Collect the Student Login Tickets, scratch paper, and Writing Student Test Booklets (if students have them). Keep all used scratch paper in a secure place to return to the test coordinator.

    If you **are** going on to the online writing Student Questionnaire immediately, follow the instructions on the following page.

    If you are **not** going on to the online writing Student Questionnaire immediately, instruct students to shut off their computers, if appropriate. Laptops should be moved to a charging cart or otherwise plugged in.

Online Writing Student Questionnaire

Estimated Time: 10 Minutes

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

NOTE: The Student Questionnaire is optional in Vermont.

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

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

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

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

   The top of your screen should read "Fall 2012 NECAP Online Writing: Student Questionnaire." (Make sure all students are on the appropriate screen.) **Click the grey "Next" button. You may begin.**

3. Circulate and check to make sure all students are progressing through the questionnaire appropriately. Help students read and understand questions, if necessary.

4. After students complete the online writing Student Questionnaire, instruct students to shut off their computers, if appropriate.

   Please note: Students should also complete the paper Student Questionnaire as it pertains to schoolwork and the content of the NECAP test in reading, mathematics, and writing. Refer to page 30 in the paper and pencil version of the Test Administrator Manual for questionnaire administration instructions.

After Testing

Recycle or throw away all Student Login Tickets. All scratch paper must be returned to your test coordinator, along with the Writing Student Test Booklets if your school allowed their use. You may now discard this Online Test Administrator Manual and refer back to the Test Administrator Manual used for the paper and pencil version of the test for further instructions concerning the paper Student Questionnaire and "After Testing" instructions.

Online Writing Test Administrator Survey

You are encouraged to complete the test administrator survey about your experience with the online writing test. The survey can be found at https://www.research.net/s/NECAPOnlineAdmin.

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

Appendix A: Online Testing System Information

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

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

- Requires a login, which was provided to each school's Test Coordinator and Technology Coordinator
- Manage staff data: Test Administrators are manually added to the system
- Manage student data: students are preloaded by school, additional students can be manually added
- Print **Student Login Tickets**
- Access documentation and other resources, including the *NECAP Online Writing User Guide*
- Test Administrators can access the DAS to view trainings and download the User Guide after their Test Coordinator has created accounts for them

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

- Requires a login which is created within the Data Administration System by the Test Coordinator
- Used to administer tests to students
- Test Administrator generates a **Test Access Code** when starting a test. This is the key for students' access to the test itself
- Test Administrators can view all students who are logged into each test
- Start, pause, and end test sessions

Student Test Workstation (STW) software:

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

Test Access Codes

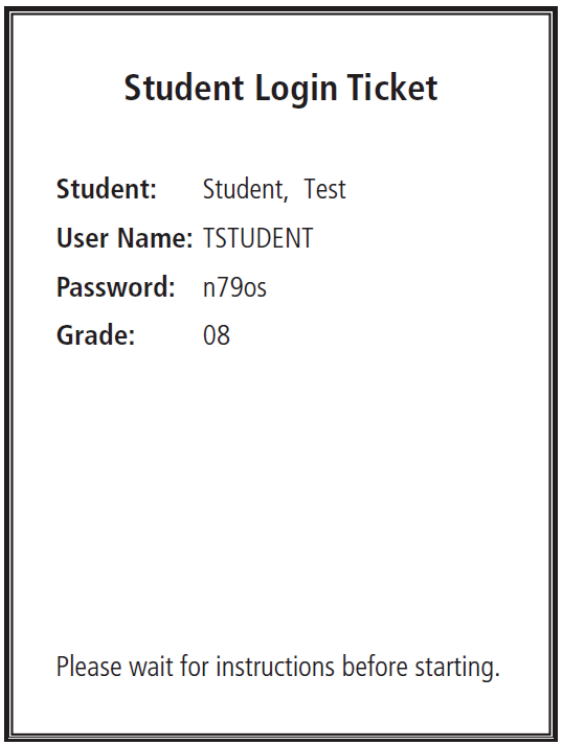
After a Test Administrator opens a test session, a Test Access Code is available at the top of the screen within the PTW:

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

Student Login Tickets

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

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


Student Login Ticket

Student: Student, Test

User Name: TSTUDENT

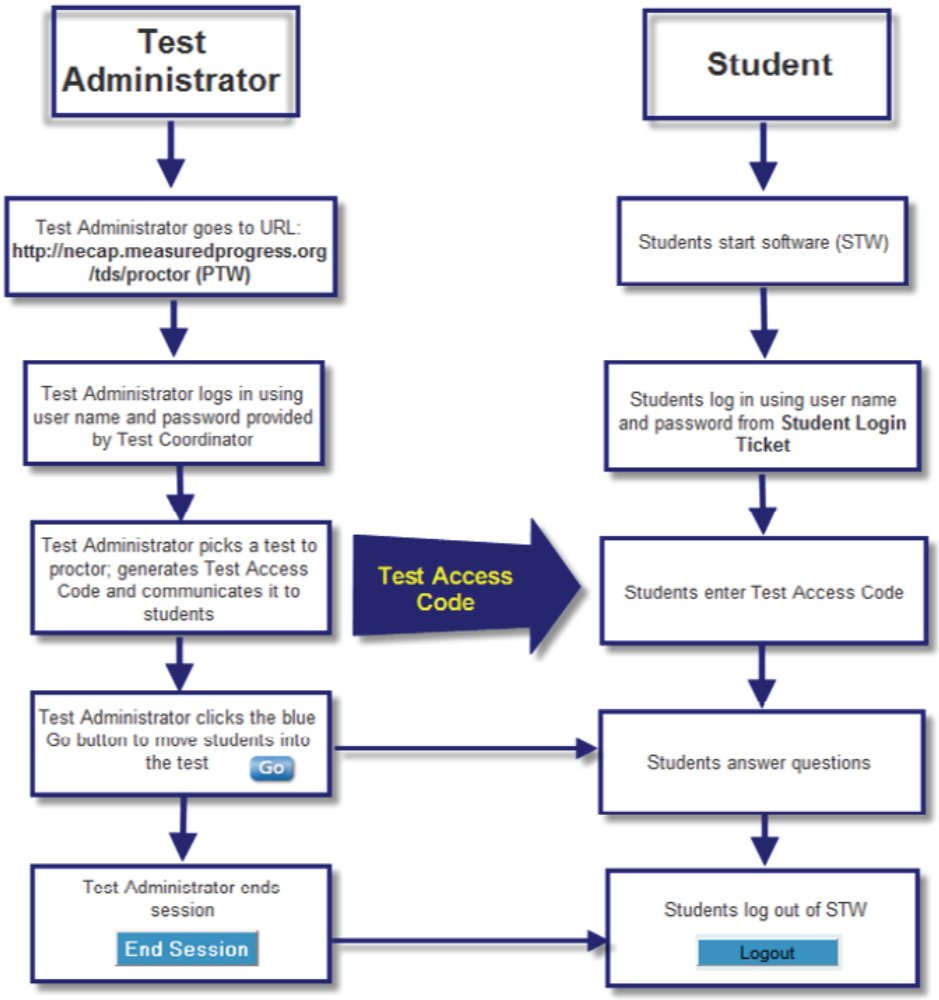
Password: n79os

Grade: 08

Please wait for instructions before starting.

Use of Student Test Map

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

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

Appendix B: Online Test Session Work Flow