

Frequently Asked Questions from the DTC-Alt Webinars (January 20 and February 3, 2016)

Can you use your password from last year?

You will receive a welcome e-mail that will include a link to use the first time you login. You will then want to change the initial password. You can use the password you used last year at that point in time.

When will we receive the Welcome E-mail?

DTCs-Alt should receive the Welcome Email by February 8. Test Administrators will receive their e-mail immediately after the DTC-Alt uploads their name and e-mail address to the system.

Is the TAM secure? Can you receive a TAM before materials are shipped?

No, the Test Administration Manual (TAM) is not a secure document. It is posted on the SCDE website and can be downloaded at any time. The TAM is also in the SC-NCSC system and hard copies will arrive in the districts the week of February 8.

Will DTCs/TAs need to retake training modules if they took them last year?

Yes, there are a number of changes since last year and annual training is a requirement for alternate assessment administration.

Can we use this individual entry system rather than the spreadsheet? Having used both methods last school year it seems that it was actually easier to use this method.

It is fine to use the individual entry system to add TAs to the system and this may actually be easier for districts with few schools and teachers. See pages 38-41 of the Test Coordinator User Guide for the steps for doing this. Large districts may find the template more efficient for uploading a large number of users. The User Guide is on the dashboard of the SC-NCSC system and on the SCDE website. Additionally hard copies have been shipped to the DTC-Alt in each district.

If the users are uploaded with the spreadsheet, will they get the Welcome E-mail?

Yes, the spreadsheet will automatically send out the welcome e-mail. If you use the individual entry system remember to check the box for the system to send the welcome e-mail.

On the spreadsheet, you are making one for each individual school, so there would be several spreadsheets. Is this correct?

No, you can include as many schools as you would like on the same spreadsheet. You do not need to put each school on an individual sheet.

Will students be uploaded into the system or is this something we have to do?

Students will be uploaded into the system from the precode enrollment file from PowerSchool provided by the SCDE, however, new students will need to be added to the system.

How will students be moved from schools to classrooms when classrooms are added by TAs or TCs?

Students will need to be moved manually from the school to the classroom via their student profile by the TCs or TAs. Remember it is best to create classrooms before uploading TAs. See pages 18-19 and 33-37 of TC User Guide for more detail.

Will you clarify when the test certification (access to the final quiz) will begin - the 15th or 17th? It is different in different spots on the handout.

We have been able to make this available the 15th rather than the 17th. Once TAs have completed the modules they can access the final quiz on February 15. TA training opens February 8 and will be available throughout the testing window. However, a TA cannot open a test until training is completed and the TA has passed the quiz with 80% accuracy.

What are the reasons to close a test?

The TA will close a student's test only for one of the following reasons:

1. A student withdrew from the current school. The receiving school is expected to continue testing the student.
2. A student does not meet the eligibility criteria to participate in the SC-NCSC AA-AAS.
3. A student demonstrated no observable mode of communication during the Student Response Check AND the TA did not observe the student demonstrate a mode of communication to respond to ANY of the first four items of the test administered on either the reading or mathematics test. See TAM page 35

Do we need to schedule a pick up for the UPS on May 5?

No, have your materials at the district office by your normal UPS pick up time on May 5.

Where are the system requirements for the computers listed?

Page 59 of the SC-NCSC Assessment System User Guide for Test Coordinators provides information on the system requirements.

Supported browser versions include:

Chrome	26 and above .
Firefox	24 and above
Internet Explorer	IE9 and above

NOTE: Chrome displays the text in the system better than Internet Explorer on many computers. If the images are not clear with Internet Explorer you may want to try Chrome.

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

The browser must support cookies.

The browser must have javascript enabled.

The assessment must be delivered on Windows or Apple OS X(Mac) operating systems.

The following versions are supported:

Windows	Windows Vista SP2, Windows 7, Windows 8
Mac (Apple OSX)	10.4.4 (Tiger), 10.5 (Leopard), 10.6 (Snow Leopard), 10.7 (Lion), 10.8 (Mountain Lion), 10.9

For older versions of those listed above, as long as the operating system runs the latest version of the browsers specified above, the assessment should be delivered successfully.

Can students use PECS as a mode of communication and making the response options available?

No, the items on the assessment have not been field tested with PECs. The Directions for Test Administration (DTA) for each assessment form provides information on any adaptations that are acceptable. For students who are blind, deaf or deaf-blind there is a manual Procedures for Assessing Students who are Blind, Deaf, or Deaf-Blind Additional Directions for Test Administration available to provide additional guidance on accessibility. This manual is secure and must be ordered through the DTC-Alt using the Special Materials and Paper ordering form.

How detailed is the Monitors Training? Does the DTC-Alt need to take this training?

The training is outlined in the TAM on page 15. DTCs-Alt should review the information in the TAM. It specifies that monitors must receive training to become familiar with the administration procedures and scoring.

Prior to the assessment, the test administrator or the DTC-Alt must meet with the monitor and review the following:

- the expected schedule of the assessment sessions
- test security requirements
- how the tasks will be administered and the scoring procedure using the scoring guide
- the purpose of the Test Administrator Security Affidavit
- the monitor's responsibilities:
 - observing all administration sessions without interfering or distracting the test administrator and the student
 - assisting the test administrator with logistics, if requested
 - reading and signing the Test Administrator Security Affidavit

How do we verify where the shipments will be delivered?

The SCDE provided the contractor Measured Progress with the shipping information that was provided by the District Superintendent at the designation the person who would be responsible for coordinating the alternate assessment program. If you are concerned about whether the correct address was provided, please contact Jill Christmus mchristmus@ed.sc.gov or Suzanne Swaffield at sswaffie@ed.sc.gov.

Can you provide more information about the group training?

You want to have teachers to view modules as a group. You can then manually certify the quiz for the teacher after they have passed with 80 percent accuracy. Pages 41-43 of the *SC-NCSC Assessment System User Guide for Test Coordinators* provide further instructions. See number 6 on page 43 for specific guidance.

Can TAs monitor for each other?

Yes.

How to we assess students who cannot move?

Apply strategies used in instruction such as eye gaze boards or assistive technology to provide the student with a means to indicate the answer option that they are selecting.