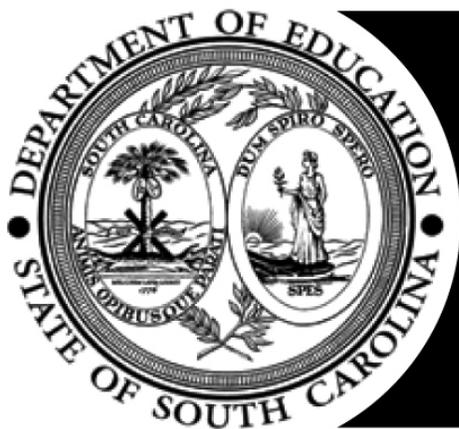


SC-NCSC Assessment System User Guide for Test Administrators



SC-NCSC ALTERNATE ASSESSMENT

Spring 2016



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Get Started

This section explains how to get started using the SC-NCSC Assessment System.

Note: For the purposes of this manual, the SC-NCSC based on Alternate Achievement Standards (AA-AAS) will be referred to as “Test.”

Document Overview

This User Guide describes the SC-NCSC Assessment System features and provides Test Administrators step-by-step directions to perform various functions before, during, and after SC-NCSC AA-AAS administration.

Additional Support

For additional support or questions about the information in this User Guide, please contact:

SC-NCSC AA-AAS Help Desk

Phone: (844) 654-3571

Email: SCNCSCassessment@measuredprogress.org

What Is the SC-NCSC Assessment System?

The SC-NCSC Assessment System is the online system used to administer the SC-NCSC AA-AAS to participating students.

SC-NCSC Assessment System Website

You can access the system using the following link: <https://www.scncscassessment.com>

Test Administrator (TA) Checklist

TAs are required to perform certain functions within the system. TAs may use the following checklist for Test tasks. The tasks with the warning icon (⚠) are due during the enrollment period.

	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 SC-NCSC Assessment System.
3	Student demographics	-Access student profiles and review student demographics before testing students.
4	Student Learner Characteristics Inventory (LCI) info	-Access student profiles and complete each student's LCI before testing students.
5	Complete required training	-Complete all required training modules and attain score of 80% on the end-of-training final quiz.
6	Student Accommodations-Before Test tab	-Access student profiles and complete Accommodations-Before Test tab before testing students.
7	Student Response Check (SRC)	-Access student profiles. -Conduct SRC before testing students.
8	Administer the test	
9	Student Accommodations-After Test tab	-Access student profiles. -Complete Accommodations-After Test tab after testing students.
10	Submit the students' tests for each content area for each student	
11	Close the students' tests ONLY if one of the three criteria are met	-The student did not display an observable mode of communication. Student withdrew. Student is no longer eligible.
12	End-of-test survey	-Once testing has been completed for all students, complete the end-of-test survey.

Access the SC-NCSC Assessment System

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

Where to Start

When a new user account is created in the system, the user receives an automated Welcome Email that contains a temporary URL to set his or her password. The email will come from SCNCSCassessment@measuredprogress.org.

The Welcome Email contains 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: The following email is an example of the Welcome Email but not an exact replication of what you will actually receive.)

Subject:	Important Information from the SC-NCSC Assessment System
Received:	Tue Feb 24 2015 15:07:20 GMT-0600 (Central Standard Time)

You are receiving this email because you are identified as either a Test Coordinator or Test Administrator in the SC-NCSC Assessment System for the SC-NCSC.

• • •

You may now log in by clicking this link or copying and pasting it to your browser:

https://www.scncscassessment.com/yser/reset/16883/1424812407/upmr4Gr3bIgzD-cCe8TgX82Wc_cp

This link can only be used once to log in and will lead you to a page where you can set your password.

After setting your password, you will be able to log in at <https://scncscassessment.com> in the future using:

username: kask_state@breaktech.com
password: Your password

Note that your username is always the email address to which the Welcome Email was sent. 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 SC-NCSC Assessment System.

Access the SC-NCSC Assessment System

Once your user account is created and you have created your password, you can access the SC-NCSC Assessment System using the URL

<https://www.SCNCSCAssessment.com> at any time. The Login page will appear as seen on the next page.

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

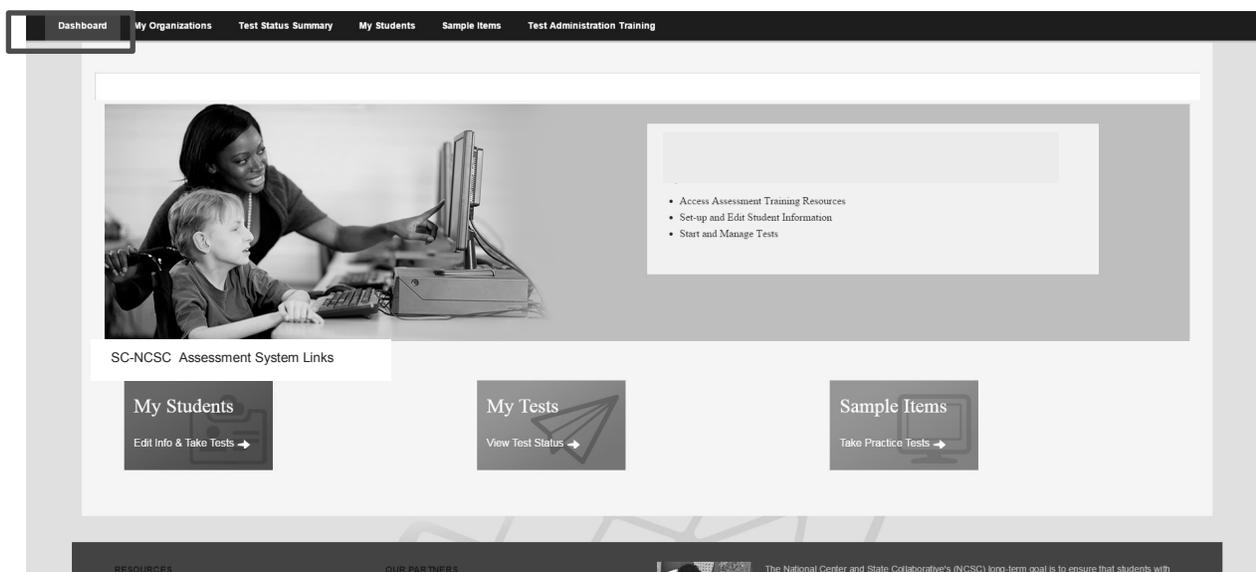
Once logged in, the system opens the Dashboard page as your home page. Navigate within the system using the top navigation bar or by clicking on the blocks at the bottom of the screen.

TAs may access the following menu options:

- Dashboard – this returns you to the home page or dashboard.
- Test Status Summary – this page provides an aggregated snapshot 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 and test materials (e.g., the DTA), 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 that can be used to practice the online navigation or test students' assistive technology (AT) devices before launching the actual test.

Dashboard

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



Test Status Summary

This page provides you with a summary of each student’s tests to track and monitor testing progress during test administration. You may only access tests that are assigned to students who 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 only see test summary information for the students in that classroom.

<p><u>Test Status Summary</u></p> <p>Click on Test Status Summary from the navigation panel at the top, or click the My Tests button from the bottom of the page.</p>																																											
<p><u>Test Status Summary View</u></p> <p>This page lists, 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 the school to 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>2016-4-29</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>2016-4-29</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>2016-4-29</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>2016-4-29</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>2016-4-29</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	2016-4-29	36	36	0	0	0	ELA P1 Grade 04	2016-4-29	36	36	0	0	0	ELA P1 Grade 05	2016-4-29	36	36	0	0	0	ELA P1 Grade 06	2016-4-29	36	36	0	0	0	ELA P1 Grade 07	2016-4-29	36	36	0	0	0
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ELA P1 Grade 06	2016-4-29	36	36	0	0	0																																					
ELA P1 Grade 07	2016-4-29	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 (see the <i>Close a Test</i> section in this User Guide for more information). 	<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>2016-4-29</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>2016-4-29</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>2016-4-29</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>2016-4-29</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>2016-4-29</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	2016-4-29	36	36	0	0	0	ELA P1 Grade 04	2016-4-29	36	36	0	0	0	ELA P1 Grade 05	2016-4-29	36	36	0	0	0	ELA P1 Grade 06	2016-4-29	36	36	0	0	0	ELA P1 Grade 07	2016-4-29	36	36	0	0	0
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ELA P1 Grade 06	2016-4-29	36	36	0	0	0																																					
ELA P1 Grade 07	2016-4-29	36	36	0	0	0																																					

My Students

Use this page to access student profile information (demographics, LCI, accommodations, and SRC), access test materials (e.g., the DTA), and 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>The My Students page list will display from left to right:</p> <ul style="list-style-type: none"> ➤ Student ID (system generated) ➤ State Student ID (state student ID) ➤ Student First Name ➤ Student Last Name 	

- **Test Name** – tests that are assigned.
- **Test Due Date**
- **Test Status** – status is the same as that displayed in the Test Status Summary: Not started, In progress, Submitted, or Closed.
- **Test Administrator** – name of the TA who has started the test for the student.
- **Actions** – start test, resume test, print test, print 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	2016-4-29	In progress	valerie valenti	Actions ▼
3	Devyn	Yewell	ELA Test	2016-4-29	Not started		Actions ▼
4	Gerard	Bunger	Math Test	2016-4-29	In progress	Claudia Donovan	Actions ▼
4	Gerard	Bunger	ELA Test	2016-4-29	Submitted	Claudia Donovan	

Note: Students will each be listed twice; once each for their math and their ELA test assignment.

The actions and required steps that a TA must complete will be reviewed in more detail in the [Administer and Navigate the Test](#) section.

Sample Items

This page provides online access to sample items that the TA may use to become familiar with the online test navigation, check usability of a student’s assistive technology devices, and practice administering the sample items 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 five items: Dashboard, Test Status Summary, My Students, Sample Items (highlighted with a red box), and Test Administration Training. Below the bar are three buttons: 'My Students' (with 'Edit Info & Take Tests' below it), 'My Tests' (with 'View Test Status' below it), and 'Sample Items' (with 'Take Practice Tests' below it). The 'Sample Items' button is also highlighted with a red box.

Everyone has access to the same set of sample items. There are sets of items for math and reading 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	<ul style="list-style-type: none"> Start Test Download PDF
Sample Math Items - Grade 11	Actions ▾

This is an example of the sample item as it will appear online. Sample item responses are not saved.

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 ↵

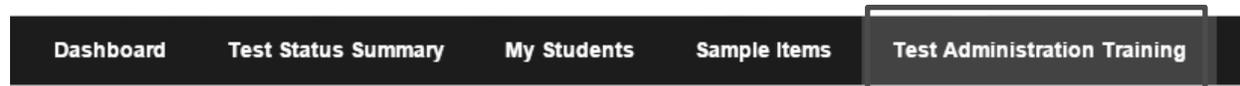


Test Administration Training

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

Test Administration Training

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



Or use the **Test Administration Training** link on the footer of the main page.



The system takes you to the training main page, where you can access the training modules and take the end-of-training final quiz.

Note: Test Administration Training – Before Test Required Steps will be reviewed in more detail.

NCSC Test Administration Training for Test Administrators (Required to access the test materials)			
<p>1 Introduction Duration: 15min ✓ Completed</p>	<p>2 Test Description and Integrity Duration: 15min ✓ Completed</p>	<p>3 Optimal Testing & Assessment Features Duration: 15min ✓ Completed</p>	<p>4 Test Accommodations Duration: 15min ✓ Completed</p>
<p>5 System Navigation Duration: 15min ✓ Completed</p>	<p>6 Before Test: LCI & Accommodations Duration: 15min □ Pending</p>	<p>7 Before Test: Student Response Check Duration: 15min</p>	<p>8 Student Experience Duration: 15min</p>

Before Test – Required Steps

Before administering tests to students, the TA is required to complete the student the LCI, the Accommodations-Before Test, and the SRC. The TA must review the demographic information. These tabs are located in the student’s profile area.

Note: TAs must review the demographics section and provide all information on LCI, Accommodations: Before Test, and the SRC tabs to administer a test.

- 1) **Demographics:** The Demographics tab contains the demographic information for each student. Review the information and if there are any errors, contact your DTC-Alt. REMINDER: Test forms are assigned based on the student’s date of birth as coded in PowerSchool.
- 2) **LCI:** This tab includes a number of learner characteristics. The LCI provides a description of the characteristics of the students who participate in the Test.
- 3) **Accommodations: Before Test:** Select the accommodations that are documented in the student’s Individualized Education Program (IEP).
- 4) **SRC:** The SRC tab allows the TA to launch a content-neutral test to determine the student’s mode of communication, and then respond to the follow-up questions. Please refer to the Test Administration Manual – Student Response Check, page 32, to determine if an SRC needs to be conducted for the students you will be testing.

Access Student Profile

<p>Click My Students in the top navigation bar to view your students’ profile information.</p>	
<p>The list of your students appears. If your user account is associated with more than one organization (classroom, school, or district), you will select one organization at a time to view students associated with each organization.</p>	

My Students

Organization: VOLUNTOWN ELEMENTARY SCHOOL

[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	2016-04-29	Not started		Actions
13139	David	Zapf	Math P1 Grade 05	2016-04-29	Not started		Actions
13140	anna	apple	ELA P1 Grade 03	2016-04-29	Not started		Actions
13140	anna	apple	Math P1 Grade 03	2016-4-29	Not started		Actions

Student Demographics Tab

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

My Students

Organization: VOLUNTOWN ELEMENTARY SCHOOL

[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	2016-4-29	Not started		Actions
13139	David	Zapf	Math P1 Grade 05	2016-4-29	Not started		Actions
13140	anna	apple	ELA P1 Grade 03	2016-4-29	Not started		Actions
13140	anna	apple	Math P1 Grade 03	2016-4-29	Not started		Actions

The Demographics tab contains the demographic information for each student. Review the information and if there are any errors, contact your DTC-Alt.
REMINDER: Test forms are assigned based on the student's date of birth as coded in PowerSchool. If the date of birth is incorrect notify your DTC-Alt of the correct date of birth so that the appropriate grade form can be assigned.

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**

After you review the student's Demographics 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

Student Learner Characteristics Inventory (LCI)

The TA completes the LCI, which includes learner characteristics. Information from the LCI provides a description of the characteristics of the students who participate in the Test.

The following steps describe how to complete the LCI tab.

<p>Click on the LCI tab.</p>	
<p>Dropdown menus include descriptions of each characteristic, and radio buttons are provided for responses. The TA should preview the fields and obtain the required student-level information so that it can be entered accurately into the SC-NCSC Assessment System before administering the test.</p>	
<p>Complete the tab by making selections in each section/field. Be sure to scroll through the entire tab.</p> <ul style="list-style-type: none"> ➤ All fields are required. You must enter a selection for each topic. ➤ Only one response per topic is allowed. 	

<p>After you have completed the tab, click the Save button at the bottom of the screen.</p>	
<p>The system displays a confirmation about the update on the top of the page.</p>	
<p>Next, click on the Accommodations-Before Test tab</p>	

Accommodations: Before Test

The **Accommodations- Before Test** tab **MUST** be completed before you start the student test.

Note: Select all accommodations that are documented in the student's IEP.

If the student does not need any accommodations, please select the last option: "Check this box if the student does not need any accommodations."

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

Save Cancel

Accommodations: Before Test

Before administering the test to a student, select the accommodations on the list below that the student must have.

- Assistive Technology for presentation of items to student
- Assistive Technology for student response to questions
- Scribe/Transcription
- Sign Language (e.g., ASL, PSE, SEE)
- Check this box if the student does not need any accommodations.

Save Cancel

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

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

Save Cancel

Accommodations: Before Test

Before administering the test to a student, select the accommodations on the list below that the student must have.

- Assistive Technology for presentation of items to student
- Assistive Technology for student response to questions
- Scribe/Transcription
- Sign Language (e.g., ASL, PSE, SEE)
- Check this box if the student does not need any accommodations.

Save Cancel

Student Response Check (SRC)

The SRC is a three-question content-neutral task during which a student is asked to demonstrate their preferred mode(s) of communication

The purpose of the SRC is to ensure that the TA can clearly identify the mode of communication the student will use to indicate a response to a selected-response test item. If a student’s mode of communication is not observable in response to the SRC questions the TA cannot enter the student’s response in the SC-NCSC Assessment System.

The TA **will conduct** a SRC if the TA is not certain that the student has an observable mode of communication and the response to a test item will be observable by the TA.

The TA **will not conduct** a SRC if the TA is certain that the student has an established and clear mode of communication, and will clearly indicate their answers to the test questions by responding verbally, indicating a response using a nonverbal communication mode, or using augmentative or assistive technology (AT). In this case, for the SRC, the TA will only indicate how the student will indicate the response to test items on the SRC located in the online SC-NCSC Assessment System. Students do not need to indicate their answers to test items using the same response mode for every test item.

<p>Click on the SRC tab.</p>	 <p>John Smith (1899)</p> <p>Demographics ✓ LCI ⓘ Accommodations: Before Test ⓘ SRC ⓘ Accommodations: After Test ⓘ</p> <p>Save Cancel</p> <p>Student ID* 123</p> <p>First Name* 123</p> <p>Middle* 123</p> <p>Last Name* 123</p> <p>Gender</p>
-------------------------------------	--

There are two ways that you can conduct the Student Response Check:

1. Use the computer.
2. Use a paper version.

Click the **Start Computer Student Response** button if a student can indicate a response to an item by:

- Using the mouse to select an answer;
- Verbalizing answers;
- Gesturing or pointing to the answer; or
- Using AT to indicate answers.

For students who communicate using gestures, eye-gaze, or other modes of communication that make using the computer difficult, conduct the SRC using the paper version.

Click the **Paper & Pencil Student Response Check** button to access the copy of the SRC for printing.

Demographics
LCI
Accommodations: Before Test
SRC
Accommodations: After Test

Save
Cancel

Student Response Check to Observe Student's Communication Mode

Please see Appendix F (Conducting a Student Response Check) in the [Test Administration Manual](#) for directions.

The purpose of the Student Response Check (SRC) is to ensure that the TA can clearly see and understand which answer a student chooses for a test item. If a student clearly selects their answers to the test questions by either responding verbally or using assistive technology (AT), conducting an SRC is not necessary.

Start Computer Student Response Check
Paper & Pencil Student Response Check

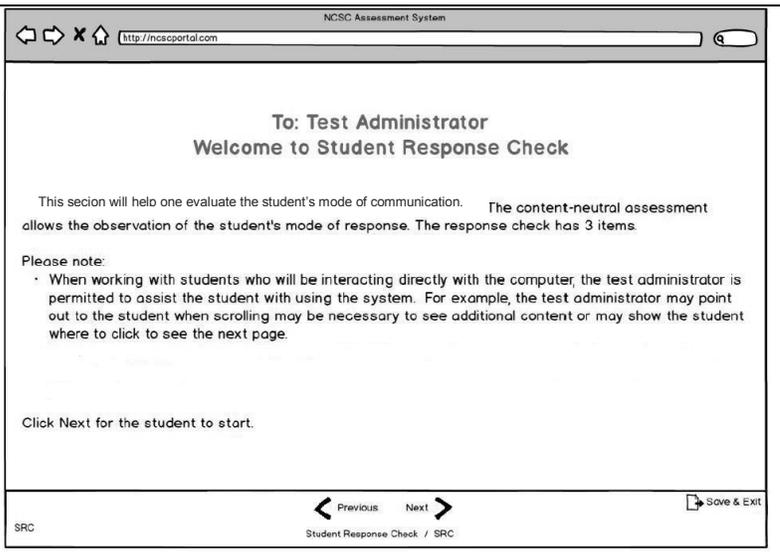
Indicate below the students' communication modes; the way in which the student will respond to the test items (1) as observed during the mode of communication. More than 1 communication mode may be indicated.

Student uses mouse and the computer

Online Administration
 When you start the SRC on the computer, you (and the student) will see an introduction to the SRC with some general directions about how to proceed.

Click the **Next** button at the bottom of the page to proceed to and through the SRC items.

Please refer to the Test Administration Manual, page 32.



After the student completes the SRC (either on the computer or paper/pencil), you will be returned to the SRC page within the SC-NCSC Assessment System.

Check all that apply to complete the SRC tab.

After completing the SRC tab, LCI and Accommodations-Before Test tabs as described in this section, click the **Save** button at the bottom of the screen.

Indicate below the students' communication modes; the way in which the student will respond to the test items (1) mode of communication. More than 1 communication mode may be indicated.

- Student uses mouse and the computer
- Student will provide a verbal response to the test item
- Student will use a touch screen or gestures/pointing to select the item
- Student circles the correct response on the paper/pencil version of the test
- Student will use a clock scanner with a switch
- Student will use a scanning device
- Student uses eye-gaze
- Other, please specify

Save **Cancel**

All information that was completed in the Demographics, LCI, Accommodations-Before Test, and SRC tabs has now been saved.

The system displays a confirmation that the information has been saved.

Access and Complete Required Online Training

This section provides instructions on accessing and completing the required SC-NCSC Online Test Administration Training Modules. The window to access the training modules opens on February 8, 2016. Once all modules are complete, the TA needs to take the end-of-training final quiz and attain a score of 80% correct or higher. When this score is attained, the TA will be able to access test materials and administer the test to students once the test window opens.

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



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

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

The SC-NCSC Assessment System will keep track of your progress through the required training modules.

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

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. If you are a test administrator, 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.

▼ NCSC Test Administration Training for Test Administrators (Required to access the test materials)

<p>1</p> <p>Introduction</p> <p>Duration: 15min</p> <p><input checked="" type="checkbox"/> Completed</p>	<p>2</p> <p>Test Description and Integrity</p> <p>Duration: 15min</p> <p><input type="checkbox"/> Pending</p>	<p>3</p> <p>Optimal Testin Fea Duratio</p>
<p>5</p> <p>System Navigation</p> <p>Duration: 15min</p>	<p>6</p> <p>Before Test: LCI & Accommodations</p> <p>Duration: 15min</p>	<p>Before Test: Stud</p>

teacher-ncscpartners.ctb.com/flag/flag/complete_pd_module/1?destination=tap/training&token=hz52CvVC760llGd6qQHYPAgx_N80Hr7oHwOLWDWsw

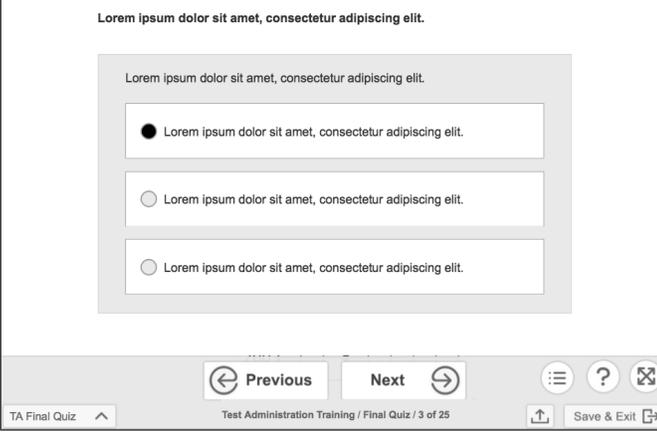
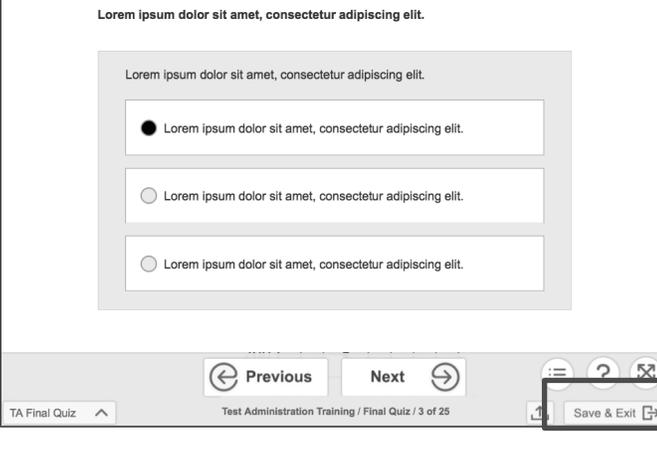
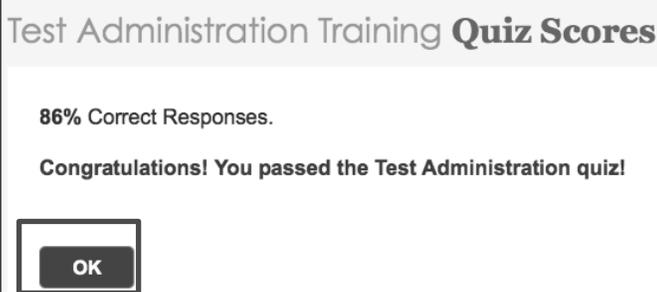
A white block indicates a module that is unlocked and ready for you to view. Simply click on the block to start the training module.

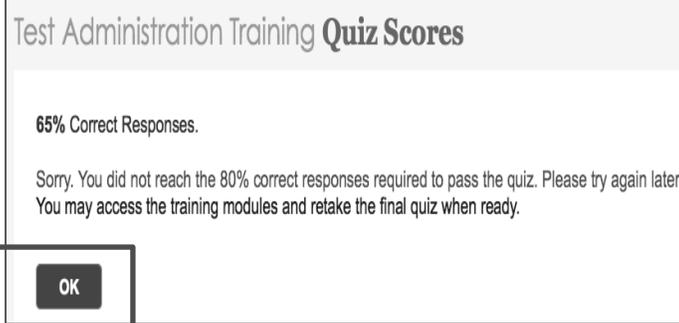
▼ NCSC Test Administration Training for Test Administrators (Required to access the test materials)

<p>1</p> <p>Introduction</p> <p>Duration: 15min</p> <p><input checked="" type="checkbox"/> Completed</p>	<p>2</p> <p>Test Description and Integrity</p> <p>Duration: 15min</p> <p><input type="checkbox"/> Pending</p>	<p>3</p> <p>Optimal Testing & Assessment Features</p> <p>Duration: 15min</p>
---	--	---

The system launches 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 may also pause the module, exit out of it, and resume at a later time. These instructions are provided in the first module.

<p>Some modules contain two- to three-question quizzes at the end. These quizzes do not have required passing scores. The SC-NCSC Assessment System does not keep track of these end-of-module quiz results.</p>	
<p>Once you start a module in the SC-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>Complete End-of-Training 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>Read the questions and select the correct answer. Click 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>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>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>If you do not attain at least an 80% accuracy score on the end-of-training 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>The training modules are available at any time during the test window to review information.</p> <p>Click the Retake Final Quiz button when you are ready (not shown at this time).</p>	

After Test – Required Steps

Accommodations: After Test

Once you have administered and submitted or closed the student’s tests, return to the student profile to record the accommodations that the student actually used during the Test.

<p>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.</p>																					
<p>Find the student in the list and click on his or her Student ID number.</p>	<table border="1"> <thead> <tr> <th>Student ID</th> <th>Student First Name</th> <th>Student Last Name</th> <th>Test Name</th> </tr> </thead> <tbody> <tr> <td>1236</td> <td>Luciano</td> <td>Lavanchy</td> <td>No test form assigned</td> </tr> <tr> <td>1237</td> <td>Porsche</td> <td>Ogata</td> <td>No test form assigned</td> </tr> <tr> <td>1238</td> <td>Blaze</td> <td>Rodefer</td> <td>No test form assigned</td> </tr> <tr> <td>1899</td> <td>John</td> <td>Smith</td> <td>Grade 3 Math Test</td> </tr> </tbody> </table>	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
Student ID	Student First Name	Student Last Name	Test Name																		
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1899	John	Smith	Grade 3 Math Test																		
<p>Click on the Accommodations: After Test tab.</p>	<p>John Smith (1899)</p> <p>Demographics <input checked="" type="checkbox"/> LCI <input type="checkbox"/> Accommodations: Before Test <input type="checkbox"/> SRC <input type="checkbox"/> Accommodations: After Test <input checked="" type="checkbox"/></p> <p>Save Cancel</p> <p>Student ID* 123</p> <p>First Name* 123</p> <p>Middle* 123</p> <p>Last Name* 123</p> <p>Gender</p>																				

Select the accommodations that the student actually used during the Test, not the accommodations that were made available to the student. 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 the 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

- Scribe
- Sign Interpretation (e.g., ASL, PSE, SEE)
- Check this box if the student did not use any accommodations.

Click **Save** when complete.

Accommodations: After Test

Please select the accommodation/s that the student actually used during

- Assistive Technology for presentation of items to student
- Assistive Technology for student response to questions

- Scribe
- Sign Interpretation (e.g., ASL, PSE, SEE)
- Check this box if the student did not use any accommodations.

Save

Cancel

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

HOME / STUDENT DETAIL /

Updated John Smith (1899)

John Smith (1899)

Demographics | LCI | Accommodations | SRC | SAR- After Te

End-of-Test Survey

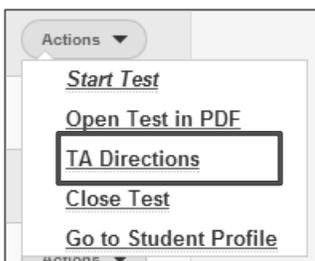
After the TA submits or closes all student tests, the TA will complete an End-of-Test Survey. Specific instructions will be distributed at a later date.

Administer and Navigate the Test

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

- **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 DTA in PDF format. The PDF can be printed.
- **Close Test:** This option permits the test to be closed IF one of the three criteria is met for a specific student. Please refer to the instructions in Part 3 of the Test Administration Manual, page 29 for the criteria that must be met before a test can be closed. Once a test is closed, the action cannot be undone, and a closed test cannot be accessed or reopened.

Access Directions for Test Administration (DTA)

<p>TA Directions – this option refers to the DTA.</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 or view on a second computer during test administration.</p>	<p>The screenshot shows a printer dialog box on the left with settings for a Brother MFC-7820N printer. The PDF document on the right is titled "SC-NCSC ALTERNATE ASSESSMENT" and contains the text: "SC-NCSC AA-AAS Spring 2016 Directions for Test Administration Mathematics Grade 3 Form 1".</p>

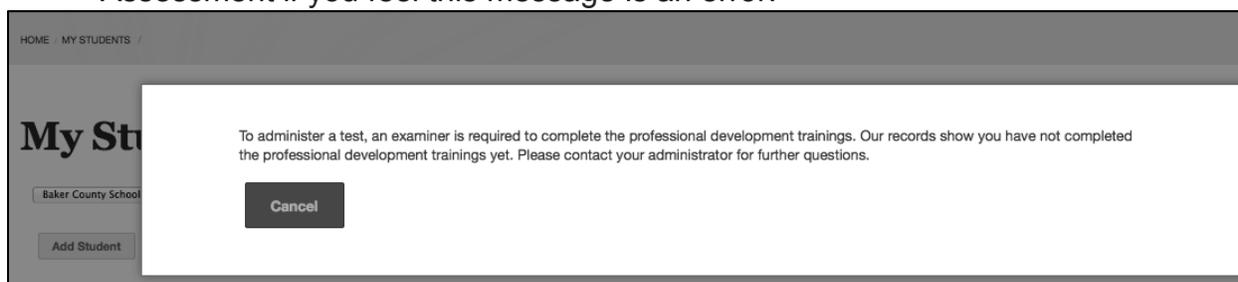
Start a Test

<p>Select My Students from the navigation panel at the top, or click on the button from the main page.</p>	<p>The screenshot shows a navigation panel with five tabs: "Dashboard", "Test Status Summary", "My Students", "Sample Items", and "Test Administration Training". Below the tabs are three buttons: "My Students" (with subtext "Edit Info & Take Tests"), "My Tests" (with subtext "View Test Status"), and "Sample Items" (with subtext "Take Practice Tests"). The "My Students" tab and button are highlighted with a red box.</p>
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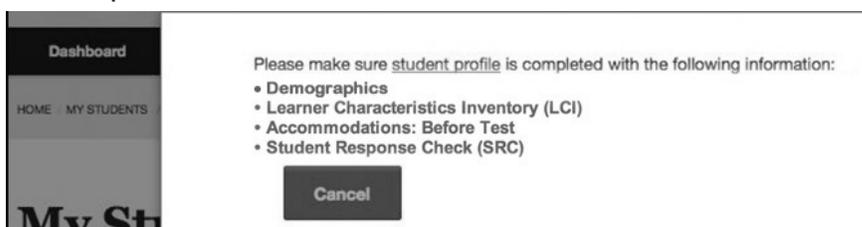
<p>Locate the student test you wish to start and click the Actions button.</p> <p>The options that appear will be dependent on the status of the student progress with the test.</p>	<p>My Students</p> <p>Organization: VOLUNTOWN ELEMENTARY SCHOOL</p> <p>Add Student</p> <p>Show 10 entries</p> <p>Filter all columns</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>2016-4-29</td> <td>Not started</td> <td></td> <td>Actions</td> </tr> <tr> <td>13139</td> <td>David</td> <td>Zapf</td> <td>Math P1 Grade 05</td> <td>2016-4-29</td> <td>Not started</td> <td></td> <td>Actions</td> </tr> <tr> <td>13140</td> <td>anna</td> <td>apple</td> <td>ELA P1 Grade 03</td> <td>2016-4-29</td> <td>Not started</td> <td></td> <td>Actions</td> </tr> <tr> <td>13140</td> <td>anna</td> <td>apple</td> <td>Math P1 Grade 03</td> <td>2016-4-29</td> <td>Not started</td> <td></td> <td>Actions</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	2016-4-29	Not started		Actions	13139	David	Zapf	Math P1 Grade 05	2016-4-29	Not started		Actions	13140	anna	apple	ELA P1 Grade 03	2016-4-29	Not started		Actions	13140	anna	apple	Math P1 Grade 03	2016-4-29	Not started		Actions
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<p>Start Test</p> <p>Click on Actions. Select Start Test.</p> <p>This option appears if the test has not been started by the student/TA on the computer.</p>	<p>Actions</p> <ul style="list-style-type: none"> Start Test Open Test in PDF TA Directions Close Test Go to Student Profile 																																								
<p>Resume Test</p> <p>Click on Actions. Select Resume Test.</p> <p>This option is available if the test has been started and the test was saved/exited but not submitted. The student can continue to take the test at a later time during the test window.</p>	<p>Actions</p> <ul style="list-style-type: none"> Resume Test Open Test in PDF TA Directions Close Test Go to Student Profile 																																								

Start/Resume Test Warnings/messages:

1. **Training:** A pop-up message appears reminding the TA that he or she must complete the required training and pass the end-of-training final quiz. Please contact your School Test Coordinator or District Test Coordinator for Alternate Assessment 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 the **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 end-of-training final quiz.

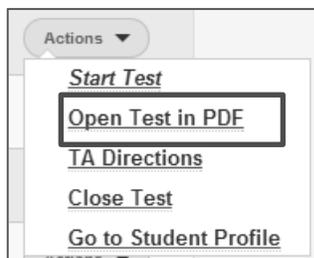
Select **Open Test in PDF**.

You will need to have Adobe Reader installed.

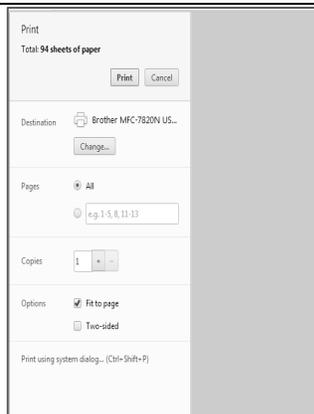
Read the policy information.

Verify the student name and test name.

If correct, click on **Download PDF**.



The PDF document will open. Print as normal. Using a paper version is only for students who have this accommodation on their IEP, consistent with state policy.



South Carolina
National Center and State Collaborative
(SC-NCSC)
Alternate Assessment

Spring 2016

Mathematics
Grade 3 Form 1

Close a Test

Close a Test

A student's test may be closed **ONLY IF** one of three criteria is met.

1. 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, either the reading or mathematics test.
 - o In the System, select the “no consistent, observable mode of communication” option, and then indicate which criteria was met to permit the test to be closed.

2. Student withdrew. A student withdrew from the current school. The receiving school is expected to continue testing the student.
3. No longer eligible. A student does not meet the eligibility criteria to participate in the SC-NCSC AA-AAS. Please refer to the Test Administration Manual – Student Participation Criteria.

The steps to close a test within the SC-NCSC Assessment System are the same for each of these criteria.

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

My Students

Organization: VOLUNTOWN ELEMENTARY SCHOOL

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	2016-4-29	Not started		Actions
13139	David	Zapf	Math P1 Grade 05	2016-4-29	Not started		Actions
13140	anna	apple	ELA P1 Grade 03	2016-4-29	Not started		Actions
13140	anna	apple	Math P1 Grade 03	2016-4-29	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 appears. You may close the test if one of the three criteria for closing a test is met and the student will NOT take the test at any time.

Actions

- Start Test
- Open Test in PDF
- TA Directions
- Close Test

You may close a test when you believe the student will NOT take the assigned test. Once closed, the student can no longer take the test. PLEASE NOTE: This action cannot be undone.

Please note, once this action has been performed, the student will no longer have access to the test. This action is irreversible.

The Close Test pop-up window opens. Click on the arrows by the **Reason** dropdown menu to select an option.

No observable mode of communication rule applied: Select this option if the student meets this criteria as described in #1 above.

<p>Select Reason from the dropdown menu.</p>	<p>Reason*</p> <div style="border: 1px solid black; padding: 2px;"> <p>No consistent, observable mode ▾</p> <p>No observable mode of communication rule applied</p> <p>Student withdrew</p> <p>No longer eligible</p> </div>
---	--

When selecting the no observable mode of communication rule, the system requires the TA to select the two precondition checkboxes in order for the **Yes, Proceed to close test** button to become active.

The TA must read each statement and confirm that the rules to meet these criteria for closing the test have been applied. If each statement is true, click in the checkboxes. You may also enter additional information in the **Optional Additional Information** text field.

<input type="checkbox"/>	The student went through the Student Response Check items and did not display an observable mode of communication.
<input type="checkbox"/>	The student has been administered the first four items of the test and consistently did not display an observable mode of communication.

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.

An additional field will appear. Please enter additional comments in the **Optional Additional Information** box to explain why

<p>Reason*</p> <div style="border: 1px solid black; padding: 2px;"> <p>Student withdrew</p> <p>No observable mode of communication rule applied</p> <p>Student withdrew</p> <p>No longer eligible</p> </div>
--

<p>the student withdrew or is no longer eligible.</p>																									
<p>After selecting one of the three criteria and filling in additional fields, select the Yes, proceed to close test button. If the close test option was selected in error, click the No, do not close test button.</p> <p>Optional Additional Information</p> <div style="border: 1px solid #ccc; height: 20px; width: 100%;"></div> <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <div style="border: 1px solid #ccc; padding: 5px; background-color: #f0f0f0;">Yes, proceed to close test</div> <div style="border: 1px solid #ccc; padding: 5px; background-color: #f0f0f0;">No, do not close test</div> </div>																									
<p>The system displays a confirmation message at the top of the page.</p>																									
<p>When the test has been closed, the My students page displays the test status as “closed.” The TA responsible for closing the test will be identified in the Test Administrator column.</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <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>2016-4-29</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>2016-4-29</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	2016-4-29	In progress	Jeremy Gibson	Actions ▼	13139	David	zapf	Math P1 Grade 05	2016-4-29	Closed	Jeremy Gibson	
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13139	David	zapf	Math P1 Grade 05	2016-4-29	Closed	Jeremy Gibson																			

Navigating the Online Test

Students do not have direct access to the SC-NCSC Assessment System; they are not provided with usernames or passwords. As described in the Administer and Navigate the Test section, TAs will log into the SC-NCSC Assessment System and start each student’s test. Although students cannot log in directly, they will access the test on the computer via the TA’s login. This next section provides information on how to start the test on the computer and how to navigate through the online test.

As a quick review, to start the test, the TA will:

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 and test are accurate.
4. If the student and test are correct, select the **Begin Test Now** button.
5. If the wrong student was selected, click the **Cancel** button to return to the **My Students** page. Repeat process to find the correct student.

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

Student name
anna apple

Test name
ELA P1 Grade 03

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".

After starting the test, the first question in the test will be displayed. The screenshot on the right is from a sample math test page.

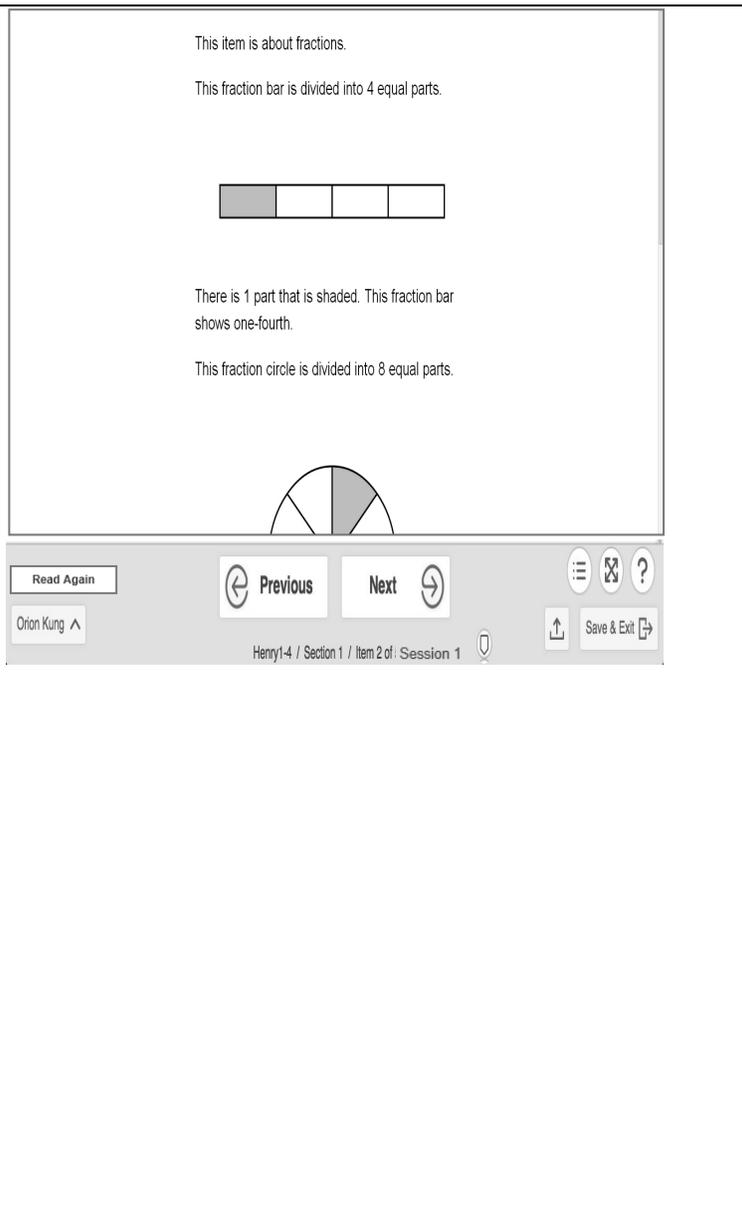
The item will be prominently displayed in the middle of the screen.

If applicable, a scroll bar will appear on the right side.

Depending on your computer and the operating system, you can increase or decrease the size of the text and graphics by following your computer shortcuts (refer to Appendix A for more information).

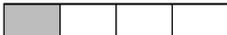
For example, on PCs, pressing the control key and the plus sign key at the same time will increase the size of the text on the screen.

Holding the control key and the minus sign at the same time will show more of the item content on the screen at one time.



This item is about fractions.

This fraction bar is divided into 4 equal parts.



There is 1 part that is shaded. This fraction bar shows one-fourth.

This fraction circle is divided into 8 equal parts.



Read Again

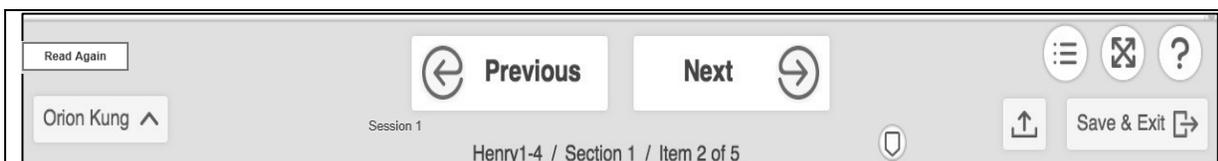
Orion Kung ^

Previous Next

Henry1-4 / Section 1 / Item 2 of Session 1

Save & Exit

Understand the Toolbar Buttons



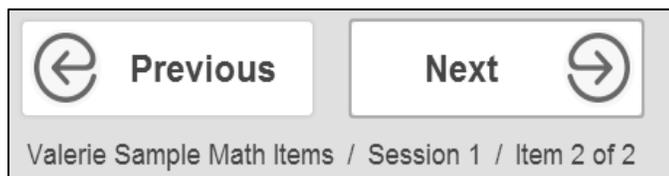
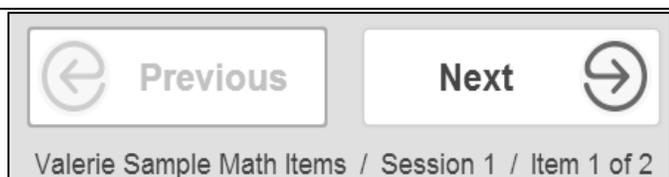
The toolbar located at the very bottom of the item displays (left to right):

- **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 constructed-response writing items.
- **Save & Exit** – saves the test and exits out of the test. Test may be resumed later.

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 on where you are in the test.

In the first screenshot, 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 screenshot).



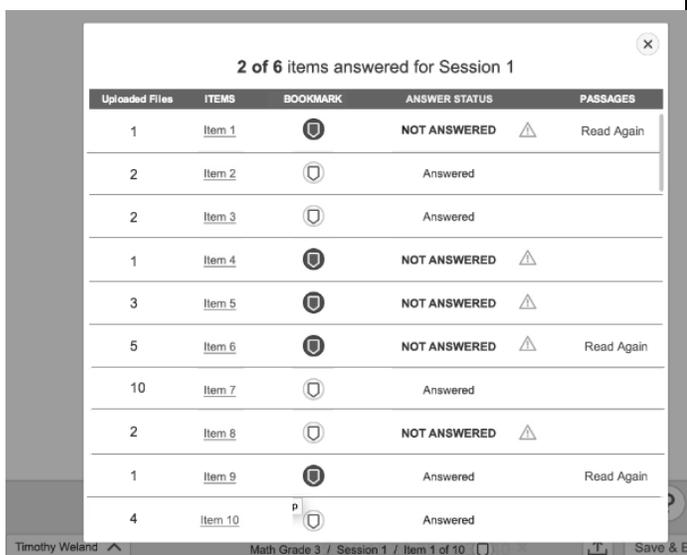
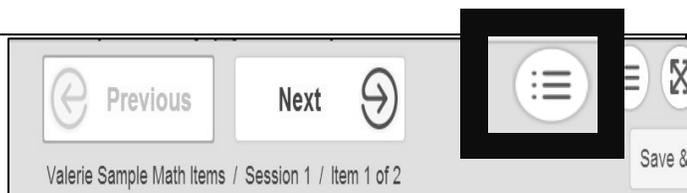
Read Again
Some items, particularly reading items with passages, have multiple screens to navigate through. If the student wants to read the item again, click the **Read Again** button. This will return the display to the first screen of item.



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.

It will display questions that the student bookmarked for further review.

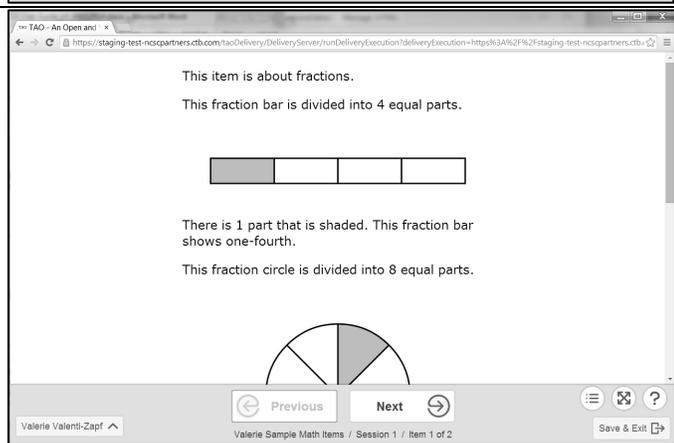
The Read Again option is also available. Click on the link to return to the first screen of the applicable item.



Toggle button – this button provides full-screen mode for viewing the item.



This is an example of the test when it is not in full-screen mode. The address bar and Internet tabs are viewable.



<p>Full-Screen Mode – 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 phone number should you experience technical difficulties and/or need assistance.</p>	
<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.</p> <p>To answer a question:</p> <ul style="list-style-type: none"> ➤ 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 	

<p>or Previous button.</p> <ul style="list-style-type: none"> ➤ Questions can be left blank. Click Next or Previous to proceed through the test. 	
--	--

Save and Exit Test

<p>You may pause the test at any time when administering the test to a student by clicking on the Save & Exit button.</p> <p>Click Save & Exit.</p>																																	
<p>A confirmation page will appear.</p> <p>Click OK.</p>																																	
<p>After you click the OK button, or after being idle for 10 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"> <tbody> <tr> <td>13139</td> <td>David</td> <td>zapf</td> <td>ELA P1 Grade 05</td> <td>2016-4-29</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>2016-4-29</td> <td>Closed</td> <td>Jeremy Gibson</td> <td>Actions ▾</td> </tr> <tr> <td>13140</td> <td>anna</td> <td>apple</td> <td>ELA P1 Grade 03</td> <td>2016-4-29</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>2016-4-29</td> <td>Not started</td> <td>Jeremy Gibson</td> <td>Actions ▾</td> </tr> </tbody> </table>	13139	David	zapf	ELA P1 Grade 05	2016-4-29	In progress	Jeremy Gibson	Actions ▾	13139	David	zapf	Math P1 Grade 05	2016-4-29	Closed	Jeremy Gibson	Actions ▾	13140	anna	apple	ELA P1 Grade 03	2016-4-29	In progress	Jeremy Gibson	Actions ▾	13140	anna	apple	Math P1 Grade 03	2016-4-29	Not started	Jeremy Gibson	Actions ▾
13139	David	zapf	ELA P1 Grade 05	2016-4-29	In progress	Jeremy Gibson	Actions ▾																										
13139	David	zapf	Math P1 Grade 05	2016-4-29	Closed	Jeremy Gibson	Actions ▾																										
13140	anna	apple	ELA P1 Grade 03	2016-4-29	In progress	Jeremy Gibson	Actions ▾																										
13140	anna	apple	Math P1 Grade 03	2016-4-29	Not started	Jeremy Gibson	Actions ▾																										
<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 multiple sessions. You will know when you are reaching the end of the session by reading the Item Count text below the Previous/Next buttons.

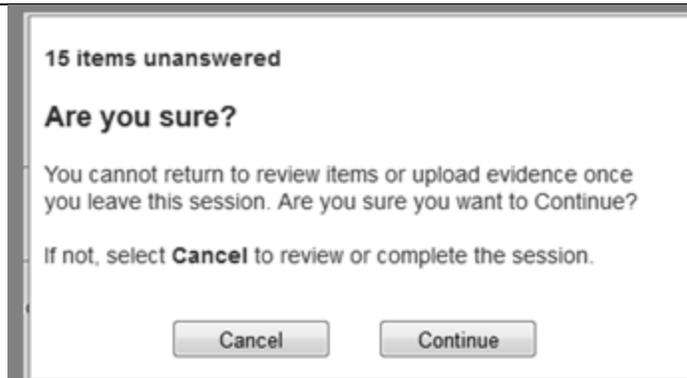
<p>When you click Next while on the last question in the session, you will see a page that states: “You have reached the end of this Session.”</p>	
<p>Three Options:</p> <p>Option 1: Click on the Previous Items button on the main screen or the Previous button on the toolbar to go return to the session and review/edit previous questions within the session that just ended.</p>	

Option 2: Click on the **Next** button on the main screen or the **Next** button on the toolbar to continue 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.

Option 3: Click on the Save & Exit button on the main screen or the **Save & Exit** button on the toolbar to leave the session and exit testing. You may administer the next session at a later time. Should you choose Save and Exit at the end of the session you will NOT be able to review the items within the session that just ended.

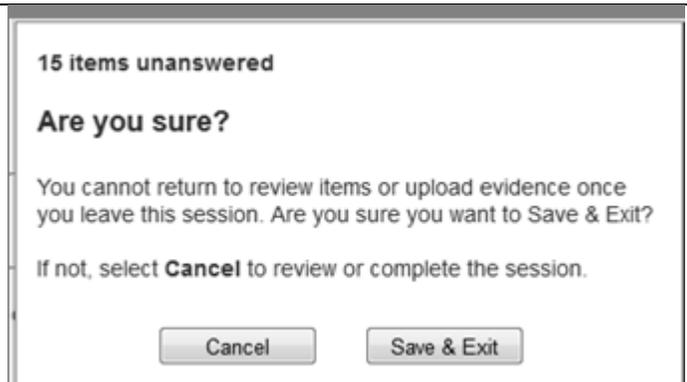
Should you choose to proceed with the test by clicking on either the **Next** button on the main screen or the **Next** button on the toolbar, you will see this message warning that you cannot return to the session you just left once you click on Next.

If you have made an error by 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.



Should you choose to proceed with the test by clicking on either the **Save & Exit** button on the main screen or the **Save & Exit** button on the toolbar, you will see this message warning that you cannot return to the session you just left once you click on Save and Exit.

If you have made an error by 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

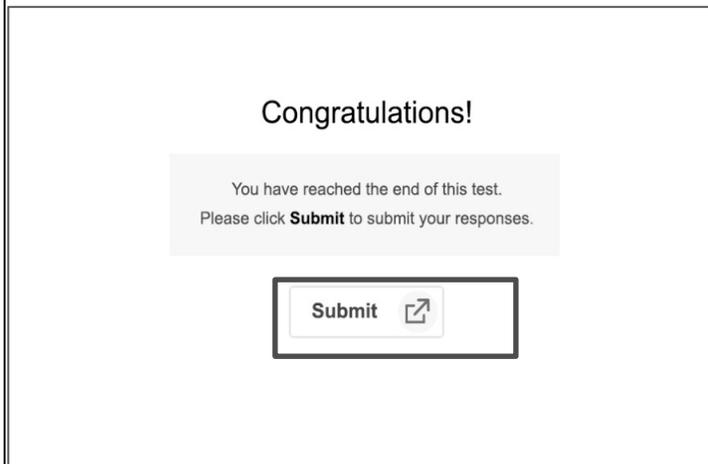
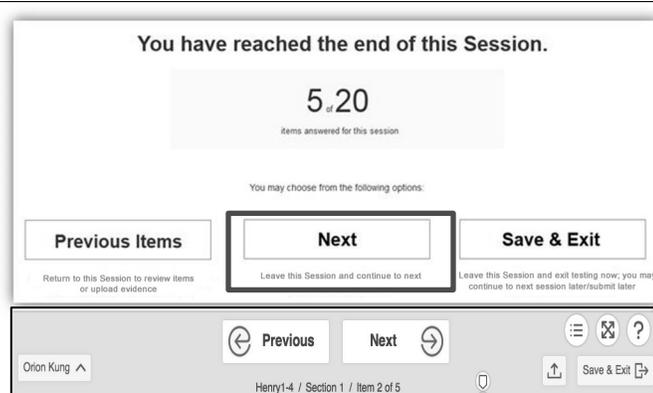
When you have reached the end-of-session page for the last session in the test you have three options:

- Review the items in the session as previously described.
- Pause the test and come back to it at 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 the **Next** button on the main page or the **Next** button on the toolbar.

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

Click the **Submit** button.



<p>Click OK.</p> <p>The student’s test has now been submitted, and you will be returned to the My Students page.</p> <p>The test is now considered complete.</p>	<p>Thank you.</p> <div style="border: 1px solid #ccc; padding: 10px; margin: 10px auto; width: 80%;"> <p> This test has been submitted. You will not be able to resume.</p> </div> <div style="margin: 10px auto; width: 60px; text-align: center;"> <div style="border: 2px solid black; padding: 5px; display: inline-block;">OK</div> </div>
--	---

When you close the pop-up window, the system takes you back to the **My Students** page where you will see the student test status as *Submitted*.

Student ID	Student First Name	Student Last Name	Test Name	Test Due Date	Test Status	Test Administrator	Actions
358	Orion	Kung	Henry1-1	2016-4-29	Submitted	Joanne Kelly	

Constructed-Response: Mathematics Completion Items

The constructed-response (CR) mathematics completion 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 SC-NCSC Assessment System if the student provided or did not provide the correct answer based on the scoring rubric in the DTA.

<p>This is an example of the answer responses that the TA has to complete for a CR mathematics completion item. The TA will simply click anywhere in the tile or in the radio button of the applicable response.</p>	<div style="border: 1px solid #ccc; padding: 10px; margin-bottom: 10px;"> <input type="radio"/> The student provided the correct answer. </div> <div style="border: 1px solid #ccc; padding: 10px;"> <input type="radio"/> The student did not provide the correct answer. </div>
--	---

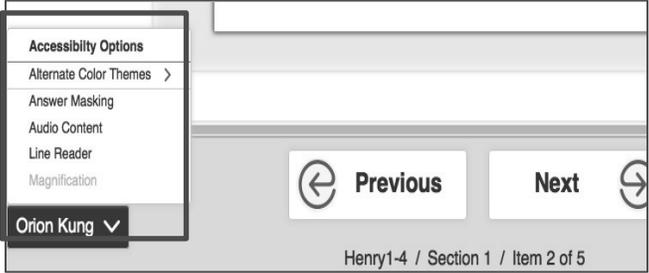
Assessment Features

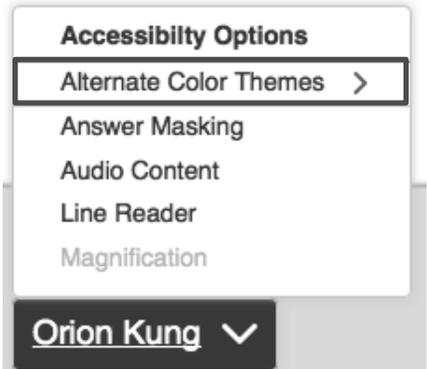
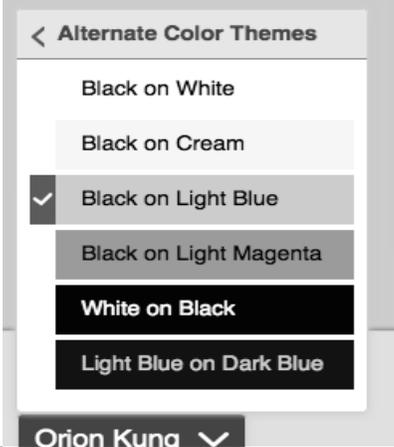
This section prepares you to use the assessment features that are available directly in the SC-NCSC Assessment System.

The following assessment features are available:

- Alternate Color Themes
- Answer Masking
- Audio Player
- Line Reader Tool
- Increase/Decrease Size of Text and Graphics
- Magnification

Practice using these assessment features with the sample items to become familiar with them before you administer the 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 11 of the Test Administration Manual. 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 dropdown menu, click on Alternate Color Themes.</p>	 <p>The screenshot shows a dropdown menu titled "Accessibility Options". The first item, "Alternate Color Themes", is highlighted with a black border and a right-pointing arrow. Other items listed are "Answer Masking", "Audio Content", "Line Reader", and "Magnification". At the bottom of the menu, the user's name "Orion Kung" is displayed with a downward-pointing chevron.</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>The screenshot shows a sub-menu titled "Alternate Color Themes" with a back arrow on the left. It lists several color theme options: "Black on White", "Black on Cream", "Black on Light Blue", "Black on Light Magenta", "White on Black", and "Light Blue on Dark Blue". The "Black on Light Blue" option is selected, indicated by a checkmark in a dark box to its left. At the bottom, the user's name "Orion Kung" is visible with a downward-pointing chevron.</p>
<p>When you select a new theme, the background color and font color change the text provided in the online test.</p> <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.</p>	

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

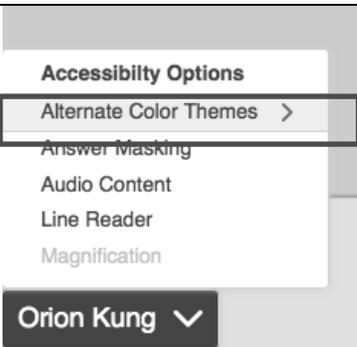
Orion Kung ^

Previous Next

Henry1-3 / Section 2 / Item 2 of 5

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

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).

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.

Select the **Answer Masking** option from the dropdown menu. You will notice a checkmark by the selected feature.

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.</p>	
<p>You will see the selected answer displays, while the other answer choices remain hidden.</p>	
<p>To rehide the answer option, click the Hide button.</p> <p>Repeat these steps for each answer option.</p>	
<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>	

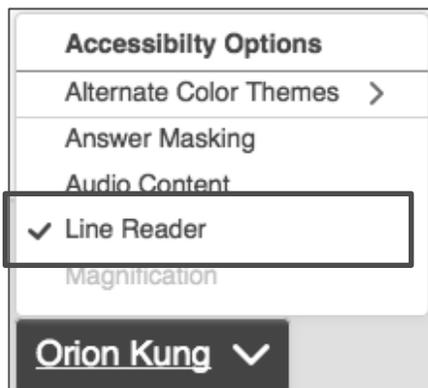
<p>Select the Audio Player option from the dropdown menu. (Note: The screenshot may look different from what you will see in the system).</p> <p>You will notice a checkmark by the selected feature.</p>	
<p>An Audio Player tool opens in the toolbar. The player tool is available as long as Audio Player is selected.</p> <p>Please note the tool may look different from what is shown here. The 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>To turn this feature off, click on the student name again to uncheck the feature.</p>	

Line Reader Tool

The SC-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.

Select the **Line Reader** option from the dropdown menu.

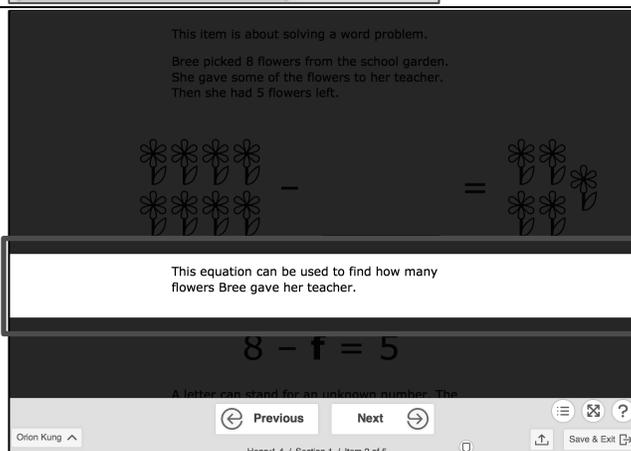
You will notice a checkmark by the selected feature.



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.

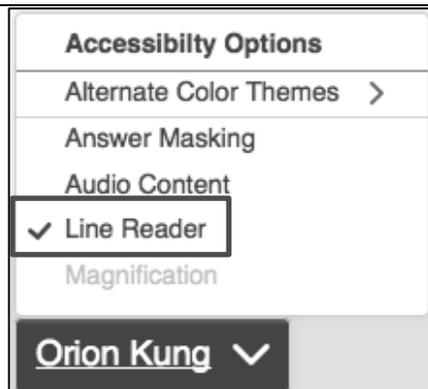
With the Line Reader feature on, the entire item is shaded to allow focused attention to one or a few lines at a time.

To move the line reader, use the mouse or the up and down arrow buttons on your keyboard.



To turn the feature off, click on the student name again to uncheck it.

Uncheck the feature by clicking the checkmark by the feature.



Magnification	
<p>Select the Magnification option from the dropdown menu.</p>	<p>The screenshot shows a dropdown menu titled "Accessibility Options" with the following items: "Alternate Color Themes", "Answer Masking", "Audio Content", "Line Reader", "Magnification", and "Orion Kung". The "Magnification" option is highlighted with a black border.</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 the up and down 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 screenshot shows a test item interface. At the top, it says "This item is about a set of data on a graph." Below this, a text box is magnified, containing the text: "This is a graph of data collected by an ice cream shop. The graph shows how many dollars were earned by ice cream sales on days of different temperatures." Below the magnified text is a scatter plot titled "Ice Cream Sales" with the y-axis labeled "Sales (\$)" ranging from 200 to 900. The plot shows five data points at approximately (1, 300), (2, 500), (3, 700), (4, 800), and (5, 850). The interface includes "Previous" and "Next" buttons, a student name "Sherlock Holmes", and item information "Math Grade 3 / Session 1 / Item 1 of 10".</p>
<p>To turn this feature off, click on the student name again to deselect it.</p>	<p>The screenshot shows the same "Accessibility Options" dropdown menu as in the first image. In this image, the "Magnification" option is no longer highlighted, indicating it has been deselected.</p>

Appendix A: Assessment Features and Assistive Technology

SC-NCSC Assessment Features

The following table summarizes available assessment features and the means to provide the feature to the student as seen in Table 11 of the Test Administration Manual.

Feature	Embedded in SC-NCSC Assessment System	Browser	Operating System	TA
Answer Masking: SC-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/Decrease 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.		✓	✓	
Line Reader Tool: SC-NCSC Assessment	✓			

System supports Line Reader. The entire item is shaded to allow focused attention to one or a few lines at a time.				
Magnification: Once selected, click on the magnifying glass to increase size of text/image in highlighted area.	✓			
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.				✓

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 SC-NCSC Assessment System also supports response input using AT devices. Input could occur through alternate keyboards, eye-gaze, switch devices, 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 TA system:

a. Text-to-speech

The SC-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 SC-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 SC-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
ZOOM OUT	CTRL + Minus Key (-)	
ZOOM IN	CTRL + Plus Key (+)	

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/POP-UPS	CTRL + ALT + X	CTRL + X
REVIEW SESSION/NEXT POP-UP	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 the 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 SC-NCSC Assessment:

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

Operating System

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

	Operating System	Version
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 those listed above, if the operating system runs the latest version of the browsers specified above, the assessment should be delivered successfully.