2019 Spring Science Assessment CBT Training

Science SBA and Assessment ofScience Readiness Field Test

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Agenda

- § Key Dates
- § Overview of System and Testing Process
- § Portal Orientation and New Features
    - § User Accounts
    - § Student Roster and Accessibility/Accommodations Assignment
    - § Classes
    - § Test Sessions
    - § Other Features
- § Student Test Kiosk Orientation and New Features
    - § Logging in and Navigating a Test
    - § Accessibility Features and Accommodations
    - § Special Situations (Text to Speech, Spanish Tests, Accessibility Mode)
    - § Completing the Test
- § Technology Requirements
- § Practice Test
- § Additional TrainingResources
- § Reminders

NOTE: no online demos in thistraining,please see video tutorials at
sba.onlinehelp.measuredprogress.org/training/

Key Dates

Spring 2019 SBA Science Test Milestones	
SBA Practice Test Begins Portal Opens (manage users, download kiosks)	22 Jan 2019
New Mexico Science Assessment Portal closes to load spring operational Pre-ID	8 Feb 2019
New Mexico Science Assessment Portal opens for student data editing	19 Feb 2019
SBA test available to schedule	25 Feb 2019
SBA test administrationwindow opens	4 Mar 2019
SBA test administrationwindow closes SBA practice test closes	29 Mar 2019
New Mexico Science Assessment Portal closes (unless you are participatingin the ASR SAFT)	3 Apr 2019

Spring 2019 Assessment of Science Readiness (ASR) Stand-Alone Field Test (SAFT) Milestones	
ASR SAFT practice test begins	11 Mar 2019
ASR SAFT available to schedule	1 Apr 2019
ASR SAFT test administrationwindow opens	8 Apr 2019
ASR SAFT test administrationwindow closes ASR SAFT practice test closes New Mexico Science Assessment Portal closes	26 Apr 2019

iTester™

New Mexico Science Assessment Portal:

Online Test Administration System

New Mexico Science Assessment Kiosk:

Student Test Delivery System

This system will support the Spring SBAScience Assessment and the Assessment of ScienceReadinessField Test

Test Preparation Process

1. New DTC accounts made, previous administration'sDTC accounts opened
2. DTCs create subordinate accounts fornew users
3. New/current users confirm log-in

ITCs

1. Review Kiosk Installation Guide
2. Download & install kiosk on test devices
3. Conduct integrated Site Readiness Test
4. Certify site is ready to test

DTC/STC

1. Add/Edit/Transfer Students
2. Assign Accessibility Featuresand Accommodations
3. Create classes
4. Assign classes to tests (TestSessions)

DTC/STC/TA

1. Review test session(Classes & Accommodations)
2. Print Student Log-in tickets

Students

1. Launch kiosk
2. Log-in and test

At end oftest...

DTC/STC/TA

1. If needed, add testreport codes and invalidate tests

New Mexico Science Assessment Portal:

Online Test Administration System

Orientation and NewFeatures

User Accounts

§ New DTC: account will be created & credentials emailed to you

§ Already have a useraccount? Continue to use it!

§ Portal Opens Jan 22, 2019

§ Not a DTC, don't have an account?

  § District Test Coordinators must create all other portal users withinthe Portal

  § Users will receive automated email withusername and temporary password from nmtechsupport@measuredprogress.org

§ ***Deactivate unused accounts immediately after portal opens!***

NEW! STC's canview dashboard

See on line video tutorials for demonstrations!

User Accounts

	DTC	STC (for orgs assigned)	ITC (for orgs assigned)	TA (for orgs assigned)
Manage Users	Yes	Yes	Yes	View TA
Access Site ReadinessLinks	Yes	Yes	Yes	No
Access Proctor Password	Yes	No	No	No
Access Students	Yes	Yes	No	No
Access Classes	Yes	Yes	No	No
Access Test Sessions	Yes	Yes	No	Yes for assigned test sessions
Download Test Completion Status	Yes	Yes	No	No
Access Dashboard	Yes	Yes	No	No
Invalidate Test	Yes	Yes	No	No

User Accounts

Landing Page

Welcome to the New Mexico Science Assessment Portal!

Administration

Organize students for testing, schedule tests, and monitor testing progress.

Admin Page
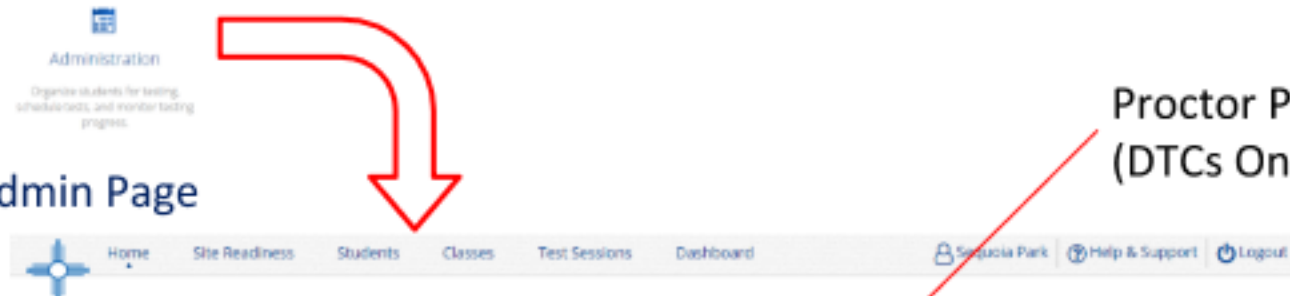
Proctor Password (DTCs Only)

Home | Site Readiness | Students | Classes | Test Sessions | Dashboard

Welcome to the New Mexico Science Assessment Administration portal. This site provides access to student information and test session details.

Based on device configurations at your facility, you or your IT coordinator needs to download and install the appropriate student kiosk utilizing the links in the table below. Apps for iPads and Chromebooks will need to be downloaded from the appropriate app store.

| Windows | Student Kiosk for Windows |
| Mac | Student Kiosk for Mac |

If you need assistance utilizing this site, please contact Measured Progress support at nmtechsupport@measuredprogress.org or by calling toll-free (877) 676-6722.

Proctor password for Sequoia Elementary School (Sequoia District)

T6RUCAZ4

Site Readiness login for Sequoia Elementary School (Sequoia District)

Username: WSR-SD-ES
Password: SD-ES

Students

- § Students Loaded from State Pre-ID
- § Available in Portal on Feb 19, 2019
- § Check student rosters
  - § Download roster by selecting "Download List" under the "More" drop down
- § Add, un-enroll, or transfer students as needed
  - § Can't add student? They may be enrolled in different school – contact help desk
  - § DTCs can transfer students between schools in their district
  - § Call helpdesk to transfer students between districts
- § Assign accommodations
  - § You must assign all accommodations to students
  - § You can use the *Export Accommodations* button to download list of all students and their currently assigned accommodations
  - § You can use the *Upload Accommodations* button to upload accommodations to multiple students at one time
  - § *Upload Accommodations* button will not be available after test window opens!

See on line video tutorials for demonstrations!

Students

- § Changes on Student tab: **NEW!**
- § Added grades 5 and 8 to student information tab grade selector
- § Student accessibility features and accommodationsoptions have changed
    - § *Line reader* and *answer masking* are now universal tools (accessibility features availableto all) –all students will automatically have access to this
    - § *Allow AccessibilityMode* – allows third party accessibility software to operate concurrently with the studenttesting kiosk
        - § Examples of devices: screen readers andspeech-to-text software
        - § Test specific software to be used with iTester practice testand kioskprior to student testing!
        - § Must enter proctor password to activate
    - § New layout on student accommodations tab

Students

Student Information | **Accommodations** | Classes

Accessibility Features
- Zoom View (magnifier)
- Reverse Contrast
- Custom Masking
- Color Contrast

Accommodations
- Text-to-Speech English (SWD, 504, EL)
- Text-to-Speech Spanish (SWD, 504)
- Human Reader English (SWD, 504, EL)
- Human Reader Spanish (SWD, 504)
- Read Aloud to Self
- Human Signer
- Blank Graphic Organizer
- Selected Response Human Scribe
- Constructed Response Human Scribe
- Assist Tech-Presentation
- Assistive Technology Device Presentation
- Assistive Technology Devices Responses
- Allow Accessibility Mode Testing

Accommodations for English Learners (EL)
- Spanish Language Version
- Picture Dictionary
- Native Language Accommodations
- Commercial Word-To-Word Dictionary
- Pocket Word-To-Word Dictionary
- Customized Dual Language Glossary

Students

Student Information | **Accommodations** | Classes

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Accommodations
- Text-to-Speech English (SWD, 504, EL)
- Text-to-Speech Spanish (SWD, 504)
- Human Reader English (SWD, 504, EL)
- Human Reader Spanish (SWD, 504)
- Read Aloud to Self
- Human Signer
- Blank Graphic Organizer
- Selected Response Human Scribe
- Constructed Response Human Scribe
- Assist Tech-Presentation
- Assistive Technology Device Presentation
- Assistive Technology Devices Responses
- Allow Accessibility Mode Testing

Accommodations for English Learners (EL)
- Spanish Language Version
- Picture Dictionary
- Native Language Accommodations
- Commercial Word-To-Word Dictionary
- Pocket Word-To-Word Dictionary
- Customized Dual Language Glossary

Delivered within iTester Student Kiosk

Must also schedule student for the Spanish version of the test

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Classes

§ Groups ofone or more students who willtake a test

§ Separate class needed for English and Spanish Testers

§ Classes cannot be deleted once they have been saved

§ Students can be assigned to more than one class!

NEW!

§ When class grade isselected,only students in that grade will be available in the list of students

- Use this check box to prevent students from being assigned to more than one class

Test Sessions

Preparingfor and monitoring testing

§ Schedule a test session (assign class to test)

  § Check test name forlanguage,grade (and SBA vs ASR if you participating the ASR field test)

§ Go to thescheduledtest session to:

  § Access Session Access Codes

  § Review students in the testsession

  § Check student forms(TTS)

  § Print test tickets with students' usernames and passwords

  § Ensure student has platform-delivered accessibility and accommodations on test ticket

  § Monitor test sessions, download test session information

See on line video tutorials for demonstrations!

Test Sessions

Completing testing

- Check student test status fortests "not started"or "in progress"
- For students who cannot complete the test:
  - Invalidate each of the test sessions **NEW!**

  and

  - Enter a test completion code

  When the test is **both invalidated and a test completion code is entered**, the test **will not be reported**

  - If a testis inadvertently invalidated or a test report code is entered, the test can be reactivated and thetest report code can be removed

  ❗ Note: Students can still log into a test regardless of the test invalidation ortest report code

- Complete the above activitiesprior to the advertised portal closing date (3 April for Spring 2019SBA Science)
- *No other action is needed to complete the test administration!*

See on line video tutorials for demonstrations!

Administration: Other Features

§ District and School-level dashboard for monitoring testing

   ⚠ *Not to be used for accountability purposes!*

§ Download list of students with their test completion status by school/test

NEW! STCs can access the dashboard to view test statistics for their school(s)

See on line video tutorials for demonstrations!

New Mexico Science Assessment Kiosk:
Student Test Delivery System

Orientation and NewFeatures

Logging in to a Test

NM Science

STUDENT SIGN IN

Username

Password

Sign In

Access the Practice Test

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English ▼

Smith, Hayden R
DOB: 2/2/2001
Multi-Subject Sample Test

Username: 2017011301

Password: c8fbebba

If the kiosk is out-of-date, an alert will be displayed

Logging in to a Test

Not **Student Demo?** Exit

Hello, Student Demo

01010101	3/10/1998	Male
State Student ID	Date of Birth	Gender

Grand Canyon School	Role Teacher	HS
School Name	Teacher	Grade

The following tests have been scheduled for you:

Demo Test 1

Session 1   Session 2   Session 3

Session Access Code: [   ]   Submit   Cancel

Logging in to a Test

Options

Text-to-Speech	Volume:100
	Speed — Slow / Normal / Fast
Zoom View (Magnifier)	100% / 150% / 200% / 300%
	The quick brown fox jumped over the lazy dog.
Reverse Contrast	Default / Inverted
Color Contrast	Default / Classic / Ruby / Chalkboard / Nocturnal / Aquiline
	Eccentric / Azure / Haunted / Celestial / Antique / Creamy
Custom Masking	Enabled
Accessibility Mode	Proctor Password [ ] Submit

NEW!

Continue

Logging in to a Test

QA Fall 2018 Retest English
Session 1 Directions

Read each question carefully. For each multiple-choice question, decide which is the best answer. Select your answer on your screen. For each question that asks you to type your answer, type or draw your answer in the space provided on your screen. Only answers and work inside the answer boxes will be scored.

Continue

Exit

NEW!

Test Navigation

The populations of animals living in the wild follow cycles. One example is the cycling of the lynx and snowshoe hare populations in the forests of Canada. The snowshoe hare is the major food source for the lynx. The numbers of hares and lynx can be estimated from records of the numbers of pelts of each species sold by fur trappers each year. The graph below shows some of this historical data.

Snowshoe Hare and Lynx Population Changes Over Time

Number of Hares per Square Kilometer
4000
3000
2000
1000
500
300
100
25

Number of Lynx per 100 Square Kilometers
20
10

Years
10   20   30   40   50

Key
Hares ———
Lynx ———
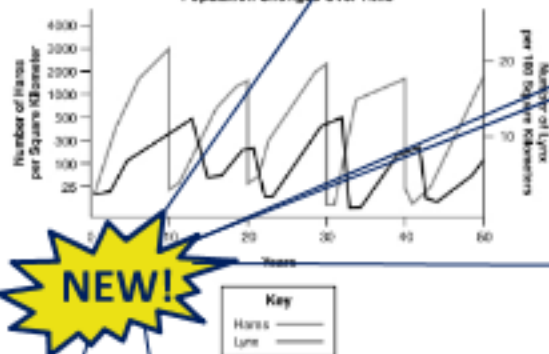
Scientists want to find out if cycles in snowshoe hare populations are a result of predator-prey relationships, or of changes in food supply caused by overgrazing. For several years, scientists supply extra food to one snowshoe hare population, and nothing to another snowshoe hare population. They record population changes in both groups.

Which result would *best* support the hypothesis that cycles in snowshoe hare populations are mainly a result of the predator-prey relationship?

Show All

- (A) The population without extra food continues to cycle throughout the study.
- (B)
- (C) The population without extra food decreases by the same amount each year.
- (D) The population with extra food increases and then levels off and remains constant.

You may **type** any part of your response in this box:

↶ ↷ **B** *I* U ꝰ

Maximum number of words: 100 | | Words: 0

NEW!

[abc] ✏ ✏abc 📝

Clear   Pause/Exit   Back   Next   Finish

Test Navigation

Test Navigation

NEW!

Your test is **paused**.

To resume testing, enter your password and click the Resume button. To exit the test and close the testing application, click the Exit button. When the timer reaches 00:00, your test will exit on its own.

19:56

Password

Resume   Exit Test

Accessibility Features (all students)

Name	Tool Icon
Sketch Tool *(Not available on constructedresponse items)*	
Highlighter NEW!	
Note Pad	
Line Reader NEW!	
Answer Masking NEW!	
ReferenceSheet (*Spanish Only***)**	Referencias
Pop-up Glossary *(ASR Field Test)* NEW!	nited States. Many this ecosystem. Som d surrounding the pond

Accessibility Features Identified In Advance

Name	Tool Icon
Zoom View (magnifier)	Zoom
Reverse Contrast	
Custom Masking	
Color Contrast	

Accommodations (forstudents with disabilities and/or ELs)

Name	Tool Icon
Text-to-Speech English (SWD, 504, EL) **Text-to-Speech Spanish (SWD, 504, EL)**	Text-to-Speech:
Allow Accessibility ModeTesting	No icon (See slide23) **NEW!**

Special Situations (TTS)

§ The Science SBA Kiosk uses the default voice set on the student's workstation.

  § See *Kiosk Installation Guide* for specific stepson how tochange the default voice.

§ Assign all student text-to-speech accommodations <u>PRIOR to student logging into tests. </u>

  § If you must add accommodationafter student is scheduled but before they log in,click on *Generate Missing Student testLogins* button after TTS has been added:

Generate Missing Student Test Logins

There are some missing student test logins in this test session. It can be because of students added to the class after creating the test session. Please use the button below to generate test logins for these students.

Generate Missing Student Test Logins

§ If student logs in and realizes they donot have TTS, you must assignaccommodation and then place themin new/different class

Special Situations (Spanish Tests)
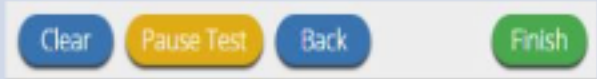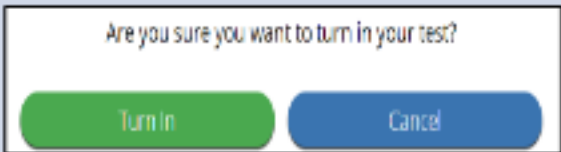
- Create separate class for Spanish test
- Schedule Spanish class for Spanish test
- Ensure Student changes Kiosk to Spanishversion before theylog-in
- Spanish TTS Accommodation
  - [Ensure Spanish TTS is selected](#)
  - Use Cepstral Software

Switch between English and Spanish Kiosk

Test Turn-In

Steps	Button to Click
On the last item, students click **Finish.**	
On the test review screen, students click **Turn In**.	
Below the confirmation question, students click **Turn In**.	
Student returns to test section selection page and may select the next section or click **Exit** to exit the kiosk.	

FinishingTesting

1. Ensure nostudents are still "in progress"

   § Use "Download Test Session Details" in Portal main test session tab for complete list!

2. Ensure any workstation that had stored responses was relaunched after the network connection has been restored (see slides 41-44)

3. For students who did not complete test,add test report codes and invalidate tests in accordance with PED policy

Special Situations (Proctor Password)

Type of Password	Utilization	Entered By
Student Password	Used to log the student into the appropriate test	Student
Session Access Code	Used to log the student into the appropriate session of the test	Student
Proctor Password**	Required if: 1. Student has been paused test for more than 20 minutes 2. Student has been inactive formore thanhour 3. Student has the Allow Accessibility Mode accommodation 4. If the student has saved responses on their device (see slide 43: *"What if astudent finishes a test but has no network connection?"*)	Proctor

⚠️ Proctor password <u>must</u> be kept confidential.

Site Technology Preparation

Kiosk Requirements

§ **Windows and Mac** Applications

 § Availableto download in Portal (22 Jan 2019)

§ **iPad and Chromebook**Applications

 § Availableto download in iTunes/Google Play

§ **Browser** (practice test only)

 § Availableon Chrome, Safari, Internet Explorer, Firefox, and Microsoft Edge

New kiosks are ***ARE*** requiredfor Spring 2019!

Kiosk Requirements

Updated!

System Requirements– All Hardware	
Connectivity	Must be able to connect to the internetvia wired or wireless networks
Screen Size	9.7" screen size orlarger/ "10-inch class" tablets or larger
Screen Resolution	1024 X 768
Browsers (Practice Test ONLY)	Chrome™ 71 or newer Firefox® 64 or newer Safari® 12 or newer Internet Explorer® 11 MicrosoftEdge ™ 42.17 or newer
Headphone/Earphone/Ear Buds	Headphones/earphones/ear buds are required for students who have a text-to-speech accommodation

Updated 21 Dec 2018. Check the Measured Progress help and support site for more recent updates.

Desktop and Laptop Specific Requirements

CPU	1.3 GHz
Memory	2 GB (4GBstrongly recommended)
Input Device	Keyboard – wired orwireless/Bluetooth ® mouse or touchpad
Windows® operating system	Windows 7, 8.1, 10 (32-bit and 64-bit)
Mac OS® operatingsystem	10.12* – 10.14 (64-bit only)

Tablet/Netbook/2-in-1 SpecificRequirements

iPad®	11.4 – 12.1
Chromebook™ notebook computer	Chrome OS™ 69 – 71
Windows-based tablets/netbooks/2-in-1	Windows 10 (32-bit and 64-bit) (Windows 10S is notsupported)

Updated 21 Dec 2018. Check the Measured Progress help and support site for more recent updates.

Kiosk Requirements (devices)

§ iPad users: use Automatic Assessment Configuration
§ iPad users: external keyboardis optional
§ *Mac 10.12: known bug (disappearing cursor), recommend updating
§ Mac OS 10.14: new setting must be enabled to allow kiosk tolaunch – see kiosk installation guide
§ Chrome users: ensure user's local data is not erased
§ Windows users: MSI for distribution using GPOs
§ Best Practice for all OS's: turn off auto updatesduring testing

Students testing ondevices that do notmeet the Student Workstation Specifications are likely to encounter performance-relatedissues during testing.

Technology Guidelines may be updated throughout the test administration window as new operating systems are released and tested. Do notupdate your testdevice OS until the Technology Guidelines have been updated.

Kiosk Requirements (network)

Beginning of Test:
1. Authenticate login
2. Download test content

End of Test:
1. Submit responses for scoring
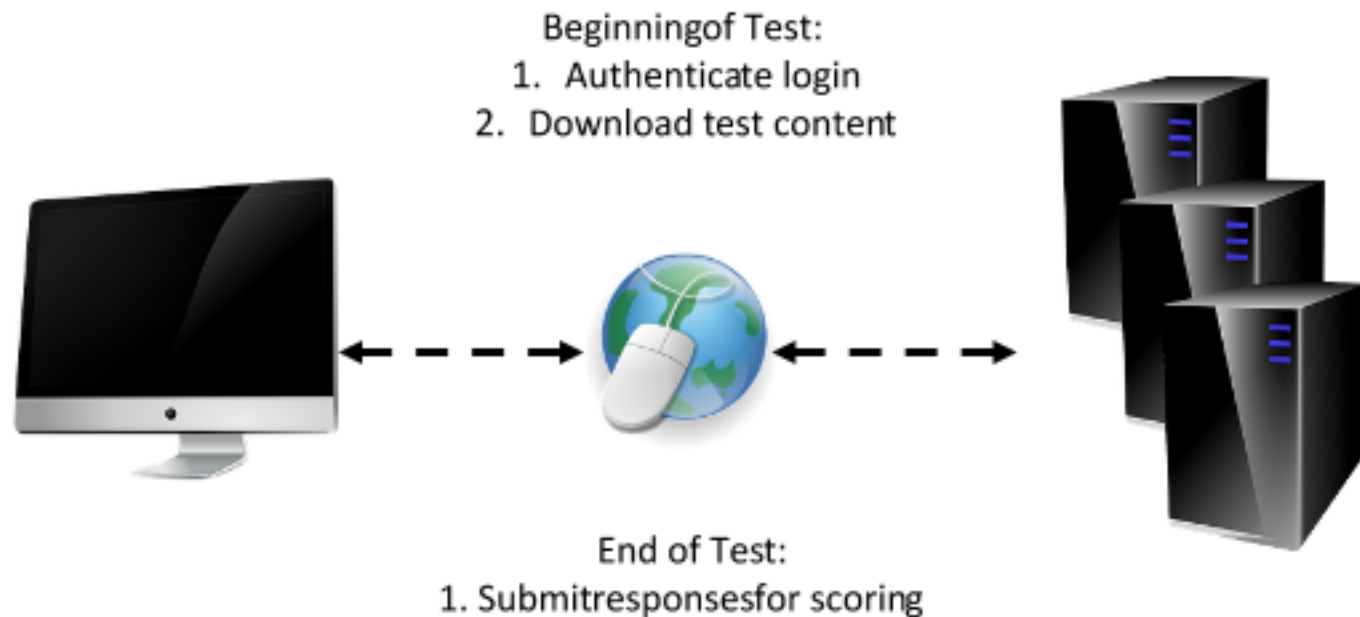
What happens if a student loses network connection in the middle of a test?

Kiosk Test Integrity

Enter
***|

A C
D B
45-90sec

Enter
***|

A C
D B
↑ Stored Response Folder

Enter
***|

A C
D B
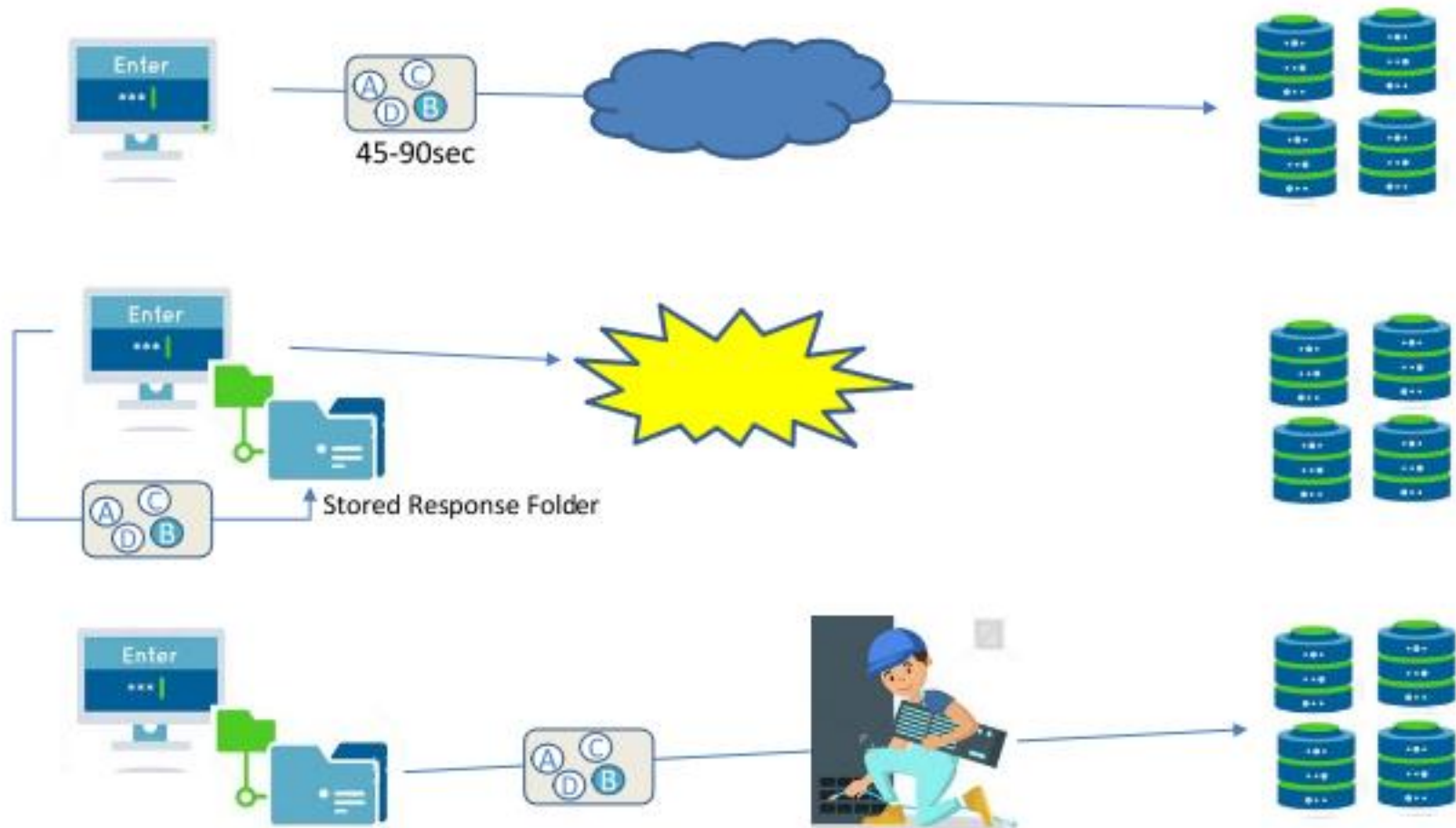
What if astudent finishes a test but has no network connection?

Please raise your hand and notify your proctor.

A connection to the network could not be established. Your test has been saved offline.
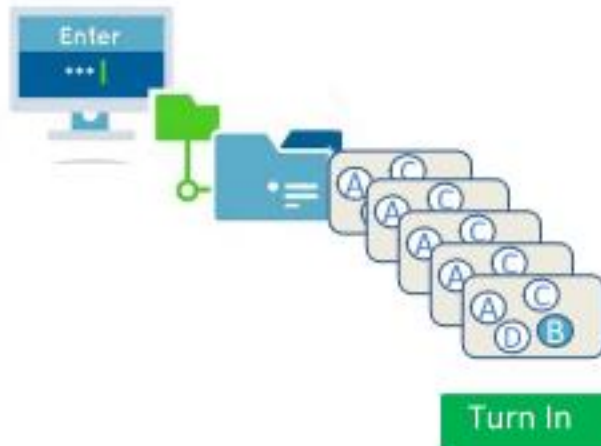
Proctor, this student's test responses have been stored locally on this device. When network connection is restored, you must re-launch the Kiosk or mobile app from this device in order to send the stored responses to the servers.

Do not move the student to a different workstation.

If you have any questions, please contact technical support immediately.

Proctor Password

Accept and Exit Test

Enter

Turn In

Finder File Edit View Go Window Help

ERX Science

Kiosk Test Integrity

Loss of Network Connectivity Procedure Summary

- § If a student loses network connectivityin the middle of a test:
  - § Keep testing on that device
  - § Test content and responses are stored securely onthe test device
  - § Responseswill be sent when network is restored
- § If student finishesand is ready to turn in test prior to network being restored:
  - § Allow student to turn in test
  - § Record the exact device the student is testing on
  - § Ensure nonetwork management tools or system maintenance will alter that devices files or configuration
  - § When network connectivity is restored, return to that exactdevice and relaunch the kiosk
- § If you are unsure of the status of the student responses, call the help desk

Kiosk Requirements

- **Firewalls**
  - Allow traffic through ports 80 and 443
- **Proxy andContent Filter Servers**
  - List of URLs to whitelist on ports 80 and 443 available in Kiosk Installation Guide
- **Sandboxing Applications (e.g.Deep Freeze)**
  - Choose network folder or local folder that is *not touched by the sandboxing applications*
  - Applicable for both stored response and kiosk installation folders
- **Thin Clients**
  - Ensure there is enough memory, CPU, andbandwidthon the server to accommodate multiple student test sessions.
  - Client requires a minimum of 80 MB per Client session .
- **Review Kiosk Installation Guide for further information**

Kiosk Installation Procedure

1. Review installation guide available at
   sba.onlinehelp.measuredprogress.org

2. Download and install Kiosks on each test device
   - Download Windows orMac kiosks from Science SBA Portal
   - Download Chrome or iOS apps from app stores (search for New Mexico Science)

3. Install Kiosk on all testing devices
   - You do not un-install previous versionsof the Kiosk!

4. Conduct Site ReadinessTesting on all device *configurations*
   - There aretwo tests(system set-up and student interface)
   - *Complete both teststo log results in Portal sitereadinesstab*

5. Certify site is ready for online testing

See on line video tutorials for demonstrations!

Kiosk Installation Procedure

Kiosk Installation Procedure

Kiosk Installation Procedure

Kiosk Installation Procedure

Kiosk Installation Procedure

Kiosk Installation Procedure

Practice Test Options

1. Use demo students in the portal. Between 22 Jan – 8 Feb, demo students and a practice test will be available in the portal for each school.
   a) Assign accommodations to demostudents,create classes, schedule testsessions and print log-in tickets for your students.
   b) Have student launchthe test kiosk and log in to the practice test with the test ticket log in information.

   Best option for:
   - Practice end-to-end process ofediting students, creating classes and schedulingtest in the portal
   - Assigningspecific accommodations to specific students for practice testing
   - Note: notavailablefor ASR Field test

2. Use single username/password practice test with **web browser**

   Best option for:
   - Practice testing ondevices that do nothave a testing kiosk installed
   - Note: kiosk is not secure, all accommodations *except* accessibility modetesting and screen zoom are available

3. Use single username/password practice test with **student Kiosk**

   Best option for:
   - Realisticpractice testing in securekiosk without setting-up tests with demo studentsin portal and practiceafter demo studentshave beenremoved
   - Note: allaccommodations are available except accessibilitymode testing

Practice Test Options (SBA)

§ To access the practice test in **web browser**:

1. Launch Browser
2. go to https://nmpracticetest.measuredprogress.org
3. Enter the credentials below to log-in and begin test

§ To access the practice test in **student testing kiosk**:

1. Launch Kiosk
2. Click on the "Access the Practice Test" link
3. Enter the credentials below to log-in and begin test

SBA Practice Test	Username	Password
Grade 4 English	G4english	practice
Grade 4 Spanish	G4spanish	practice
Grade 7 English	G7english	practice
Grade 7 Spanish	G7spanish	practice
High School English	HSenglish	practice
High School Spanish	HSspanish	practice

Practice Test Options (ASR)

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§ To access the practice test in **student testing kiosk**:

1. Launch Kiosk
2. Click on the "Access the Practice Test" link
3. Enter the credentials below to log-in and begin test

ASR Practice Test	Username	Password
Grade 5 English	Grade5english	practice
Grade 5 Spanish	Grade5spanish	practice
Grade 8 English	Grade8english	practice
Grade 8 Spanish	Grade8spanish	practice
High School English	Grade11english	practice
High School Spanish	Grade11spanish	practice

Practice Test

Additional TrainingResources

§ Help Guides

   § Kiosk Installation Guide

   § Portal User Guide

   NEW! Kiosk User's Guide (formerly *Test Administrators TechnologyGuide*)

   § TechnicalGuide forSpanish Language Support

   NEW! Training videos (https://sba.onlinehelp.measuredprogress.org/training/)

§ Support Desk

   § Call-in InformationSheet

Remember!

DTCs/STCs:

§ Deactivate unused accounts

§ Dashboardis not used for official accountability

§ Test report codes/ test invalidation will not prevent studentfrom logging in to test but will prevent test from being scored

§ Download student test status 1-3 April 2019 to keep record of test status

TAs:

§ Ensure Students have TTS formBEFORE they log into test (see *TTS* slide)

§ Watch outfor stored responses (see *What happens if student finishes test and network connection has not been restored?* slide)

ITCs:

§ New Kiosks DO need to be downloaded

§ Turn-off operating system auto updates

§ Both parts of site readiness test must be completed to log site readiness test results

§ Make sure network management tools don'tdelete stored response folder

Spanish Testers:

§ Spanish version of test must be scheduled – accommodation setting is for record-keeping only(see *Spanish Test* slide & Spanish Testing Guide)

Questions?