

ASSESSMENT COORDINATION GUIDE

This *Assessment Coordination Guide* is written for leaders at schools or the district who:

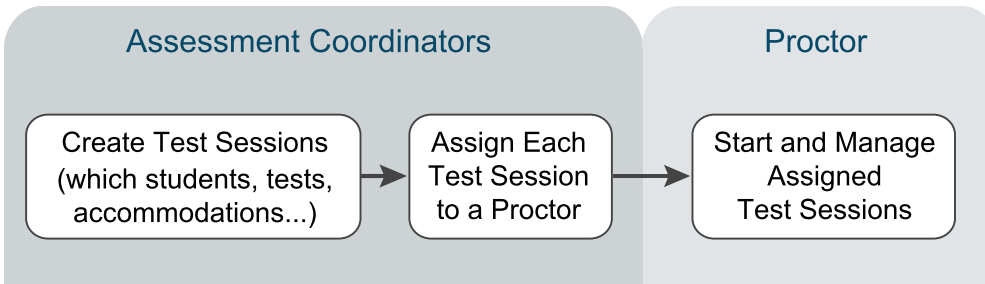
- Prepare for assessment, including:
 - Grouping students into test sessions
 - Assigning accommodations
- Oversee assessment, including:
 - Proctor preparation
 - Completion of testing

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Overview of Assessment Coordination

As a District or School Assessment Coordinator for state-wide testing, you make all the testing preparations so that Proctors can deliver testing:

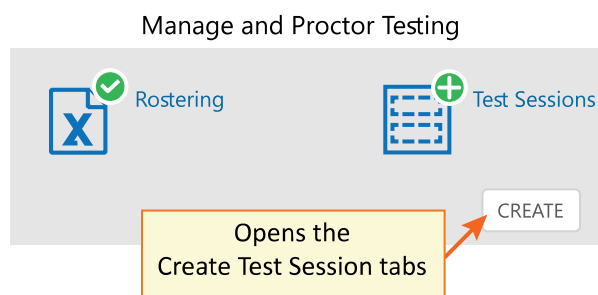


You also make any modifications needed to the test sessions and prepare test sessions for make-up testing.

Test Session Setup

Required role: **District Assessment Coordinator** or **School Assessment Coordinator**
(also available to Data Administrator)

As an Assessment Coordinator, your role is to prepare test sessions for Proctors to use. To get started, from the Comprehensive Assessment Platform (CAP) site (teach.mapnwea.org), open: **NSCAS > Manage Testing**. Assuming your schools have completed the roster of students, you can then **Create** a test session:



What is a test session?

Test sessions assemble students into groups as a way to control testing. **Before testing**, they control testing assignments, including accommodations, paper/pencil testing, and other settings. **During testing**, they enable Proctors to control student login and testing progress. **After testing**, they are no longer needed, except to record changes to the testing assignments.

Organization of Test Sessions

You are free to organize test sessions to fit your school logistics. For example, you could create a test session for each class or combine students from various classes into one test session.

Continue by completing the Create Test Session tabs, as explained in the following sections.

Step 1: Finding Students

In the first tab, find students to include in the test session. Complete as many of the search filters as you need to narrow the list of students:

Create Test Sessions

1 STUDENTS
Find & Add

2 TEST
Assign & Change

3 DETAILS
Name & Proctor

Use the filters below to search for students to test in the same test session.
Test sessions are school specific. Please start by selecting a school.

SCHOOL (Required)

NY POC SCHOOL UAT 002 X

Q Student last name or State ID

Find students who are eligible to take a specific test. ?

SUBJECT

Mathematics X

TEST NAME

G3_NY_NWEA_2018_MA_POC X

Find students according to grade or instructor and class.

GRADE

3 X

INSTRUCTOR

Burns, Tori X

CLASS

Homeroom

VIEW RESULTS **SKIP THIS STEP** **CANCEL**

Example: Search for students who still need the Grade 3 math test assigned and...

...are associated with this class

Click **VIEW RESULTS**, and from the resulting list you can add whichever students you want, from any grade:

As needed, repeat the search process by clicking **Find More Students**. When finished, click **Confirm Selected & Continue**.

Step 2: Assigning Tests and Accommodations

You will see the results of your search as a list of students. If you searched for students by test, they will already have that test assigned. If not, you can select a student (or multiple students, if they are from the same grade) and then **ASSIGN** a test. You cannot continue until all the students on your list have a test assigned. When you have made all the assignments, click **Confirm Test & Continue**.

Note: You can assign a different test for each student, if needed. You cannot assign a test if the student already has the test assigned in another test session.

<input type="checkbox"/>	LAST NAME	FIRST NAME MIDDLE INT	STATE ID
<input type="checkbox"/>	Bedy	Juliet N.	01010125
<input checked="" type="checkbox"/>	Brown	Mark T.	01010118
<input checked="" type="checkbox"/>	Burch	Sosha Z.	01010122

Paper/Pencil Test and Not-Tested Code Assignments

For students taking a paper/pencil test, or for students with an approved reason not to test, you **must** assign a not-tested code (NTC) for **each** test.

Under the NTC column, click **+ ADD**. A box opens so you can choose from the list of reasons. If **+ ADD** is blocked, make sure you have assigned a test first.

STATE ID	GRADE	DOB	GENDER	TEST NAME	NTC	ACCOMM.
01010101	3	11/26/2005	Female	2018_MA03_EN_OP	+ ADD	+ ADD
02020202	3	08/13/2005	Male	2018_MA03_MA_OP	PPE	+ ADD

Accommodations Assignments

Under the **ACCOMM.** column, click **+ ADD/EDIT** for each student. A box with accommodations choices opens for you to record whichever accommodations are intended for the student.

If **+ADD/EDIT** is blocked, make sure you have assigned a test first.

STATE ID	GRADE	DOB	GENDER	TEST NAME	NTC	ACCOMM.
01010101	5	05/26/2005	Female	2018_MA05_EN_OP	+ ADD	+ ADD
02020202	5	03/13/2005	Male	2018_MA05_EN_OP	+ ADD	+ ADD/EDIT 2

Note: If needed, you can change all accommodations assignments at any time, except for Text-to-Speech. Text-to-Speech can only be changed while the student is not actively testing and before his or her test is complete.

Step 3: Completing Test Session Details

In the final tab, complete the following:

- **Session Name**—Keep it meaningful but simple, because students must type this name when signing in. Also follow the naming conventions shown when you click the ? icon.
- **Proctor**—Only the assigned Proctor can see this test session and start it. If needed, you can make the assignment later.

Note: As soon as you save a session, you can print test tickets. You can also print test tickets any time after the test session begins—see [Test Ticket Print or Export](#) on page 8.

To make or change the Proctor assignment later:

From Manage Testing, select one or more test sessions and click **ASSIGN PROCTOR**:

ALL SESSIONS (282) | CREATED BY ME (251) | ASSIGNED TO ME (145)

1 selected X | TEST TICKETS: PRINT EXPORT | **ASSIGN PROCTOR** | COPY SESSION | DELETE

SEARCH	STATUS	STUDENTS	SCHOOL
<input checked="" type="checkbox"/> samplesession	Ready	--	Bayard Elementary School
<input type="checkbox"/> SampleSession	Ready	2	Bayard Elementary School

Accommodations Setup

For students who need it, there are several accessibility and accommodations features available during testing.

How to Assign Accommodations

When you create or edit a test session in Manage Testing, you make accommodations assignments in the **Test—Assign & Change** tab.

Under the **ACCOMM.** column, click **+ ADD/EDIT** for each student. A box with accommodations choices opens for you to record whichever accommodations are intended for the student.

If **+ADD/EDIT** is blocked, make sure you have assigned a test first.

STATE ID	GRADE	DOB	GENDER	TEST NAME	NTC	ACCOMM.
01010101	5	05/26/2005	Female	2018_MA05_EN_OP	+ ADD	+ ADD
02020202	5	03/13/2005	Male	2018_MA05_EN_OP	+ ADD	+ ADD/EDIT 2

Note: If needed, you can change all accommodations assignments at any time, except for Text-to-Speech. Text-to-Speech can only be changed while the student is not actively testing and before his or her test is complete.

Text-to-Speech Preparation

You can enable Text-to-Speech tools that appear within the test toolbar. You can enable it for any combination of students in a test session.

Access Text-to-Speech by selecting students in a testing session and choosing **+ADD** under the **ACCOMM.** column.

When the accommodations settings open, you can find **Text-to-Speech** under Embedded Linguistic Supports/Accommodations.

Limitations:

- For questions with text entry, the text a student types will not play.

To complete Text-to-Speech preparations:

- a. Allowlist for network firewall—Your network technician should use the latest firewall settings to allow traffic from the required sites.
- b. Practice with tools—When students open the Item Type Sampler, they can choose the Text-to-Speech option to enable these tools.
- c. Headphones—Make sure participating students have headphones.

Test Ticket Print or Export

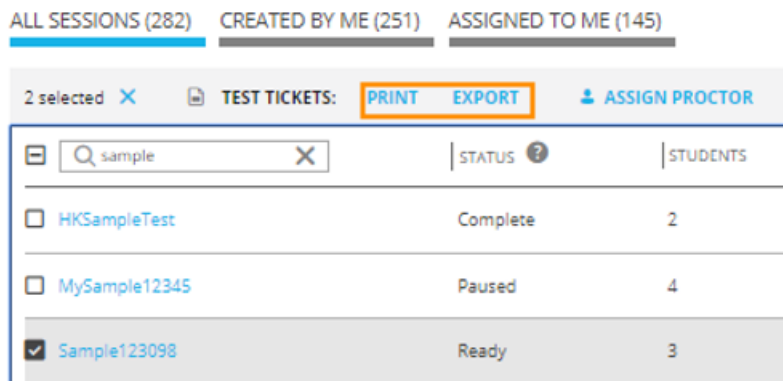
Required role for print and export: **District Assessment Coordinator** or **School Assessment Coordinator**

You must provide test tickets to students as part of the login steps. Each ticket applies to any state-level assessments that a student takes. You can print test tickets at any time after assigning students to test sessions. You may print tickets for one or multiple test sessions.

Export—In addition to print, you can export the information to a spreadsheet file (CSV format) if you have the Assessment Coordinator role (not available for the Proctor role). For example, you could use the spreadsheet as a reference during testing.

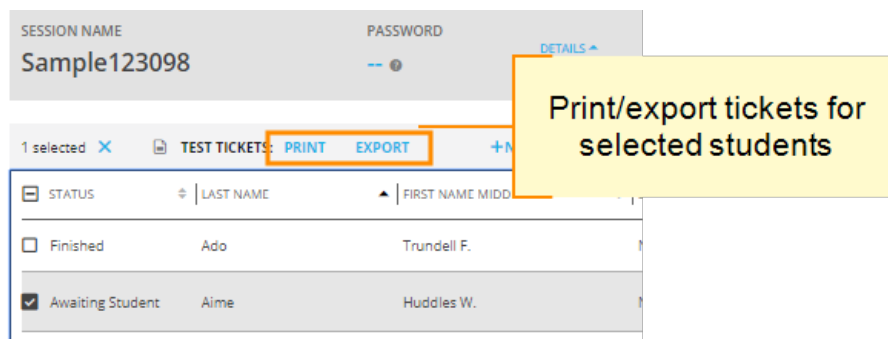
Important: Treat test tickets securely. Do not leave them unattended. After each test, you may collect the test tickets and redistribute them to students for subsequent tests.

1. Open **NSCAS > Manage Testing**.
2. *To print by test session*—Select one or more test sessions to reveal the **PRINT** and **EXPORT** commands:



—or—

To print by students—Click a session name to open the **Test Session Details**, and then select the students who need tickets:



3. *If you choose PRINT*—The tickets appear on-screen, and from there you can **PRINT** and then click **Back**.

–or–

If you choose EXPORT—The file appears in your browser download area.

Modifying a Test Session

Because the Proctor role cannot edit the test session, your role as Assessment Coordinator is to respond to any requests for modifications. You might also need to reassign the Proctor.

You can make modifications to most of the test session settings, even on testing day or, in some cases, after testing is finished. However, there are some limitations, as shown in this table:

Make This Change...	At These Times...	But Not When...
Add student to test session*	<ul style="list-style-type: none"> Any time 	—
Remove student from test session	<ul style="list-style-type: none"> Before student starts testing After exiting the test session (but before student has finished testing) 	<ul style="list-style-type: none"> Test session is active Student has finished testing
Change test assignment	<ul style="list-style-type: none"> Before starting the test session After exiting the test session, if student did not yet start testing 	<ul style="list-style-type: none"> Student has started testing and has answered any questions Student already has the test assigned in another test session
Change accommodations assignment	<ul style="list-style-type: none"> Before student starts testing After pausing the student's test 	<ul style="list-style-type: none"> Student is actively testing (must be paused) Student has finished testing (except Text-to-Speech assignment, which you cannot change after testing)
Change not-tested code (NTC)	<ul style="list-style-type: none"> Before student starts testing After pausing the student's test 	<ul style="list-style-type: none"> Student is actively testing (must be paused)
Change Proctor assignment to a test session	<ul style="list-style-type: none"> Before starting the test session After exiting the test session 	<ul style="list-style-type: none"> Test session is in progress Test session is completed
Change test session name	<ul style="list-style-type: none"> Before starting the test session After exiting the test session 	<ul style="list-style-type: none"> Test session is in progress

***Note:** If a student is completely missing, then add the student through **Manage Students**. This requires the Data Administrator or District Proctor role.

How to Make Changes to Test Sessions

Required role: **District Assessment Coordinator** or **School Assessment Coordinator**
(also available to Data Administrator)

Start in **NSCAS > Manage Testing**. Choose from the following instructions, depending on what you intend to change.

Note: The following changes take effect immediately, but the Proctor may need to refresh the Proctor Console display. If a field is not editable (gray instead of blue), consult the above table to see the limitations.

To find the right test session:

If needed, use the filter or student search to locate the test session you need to edit. For example, by applying the following filter, only test sessions with Grade 4 students would appear in the list:

ALL SESSIONS (31) CREATED BY ME (31)

SEARCH: Student State ID

FILTER BY ONE SELECTION EACH:

SESSION STATUS SELECT	SCHOOL Sample Elem	SUBJECT SELECT	GRADE 4	TEST NAME SELECT	PROCTOR SELECT
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APPLY RESET CANCEL

Note: If your role covers 25 or more schools, you *must* filter the list to a single school. In this case, the Proctor filter becomes enabled only *after* you apply the school filter.

To change Proctor assignment:

Select one or more test sessions and click **ASSIGN PROCTOR**.

ALL SESSIONS (282) CREATED BY ME (251) ASSIGNED TO ME (145)

1 selected TEST TICKETS: PRINT EXPORT **ASSIGN PROCTOR** COPY SESSION DELETE

SEARCH	STATUS	STUDENTS	SCHOOL
<input checked="" type="checkbox"/> samplesession	Ready	--	Bayard Elementary School
<input type="checkbox"/> SampleSession	Ready	2	Bayard Elementary School

To change accommodations or not-tested codes (NTC):

Click a test session name to open **Test Session Details**. From the list of students, you can make changes directly under the **NTC** (not-tested code) or **ACCOMM** (accommodations) columns:

+NON-TESTED CODE		+ACCOMMODATION		- REMOVE STUDENT		
STATE ID	GR	DOB	GENDER	TEST NAME	NTC	ACCOMM.
NE3069	3	09/10/2007	Female	G3_NY_NWEA_2018_MA_POC	+ ADD	+ ADD
NE3045	3	01/22/2007	Male	G3_NY_NWEA_2018_MA_POC	+ ADD	+ ADD/EDIT 2

To change tests:

From Test Session Details, click **EDIT**, and the test creation **2-TEST** tab opens:

Select one or more students and use the pop-up commands to change test assignments:

Edit options appear when you select students

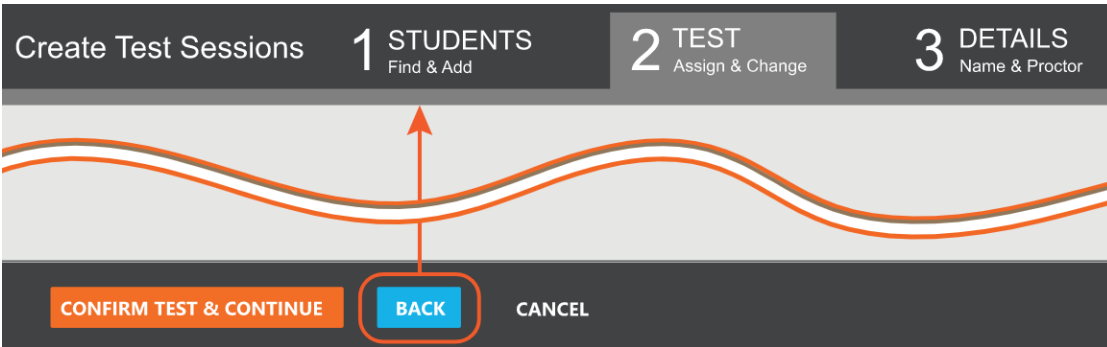
	LAST NAME	FIRST NAME MIDDLE INT	STATE ID	GRADE	DOB	GENDER
<input type="checkbox"/>	Bedy	Juliet N.	11010125	5	10/08/2007	Female
<input checked="" type="checkbox"/>	Brown	Mark T.	11010118	5	03/18/2007	Male
<input checked="" type="checkbox"/>	Burch	Sosha Z.	11010122	5	11/13/2007	Female

To remove students from a session:

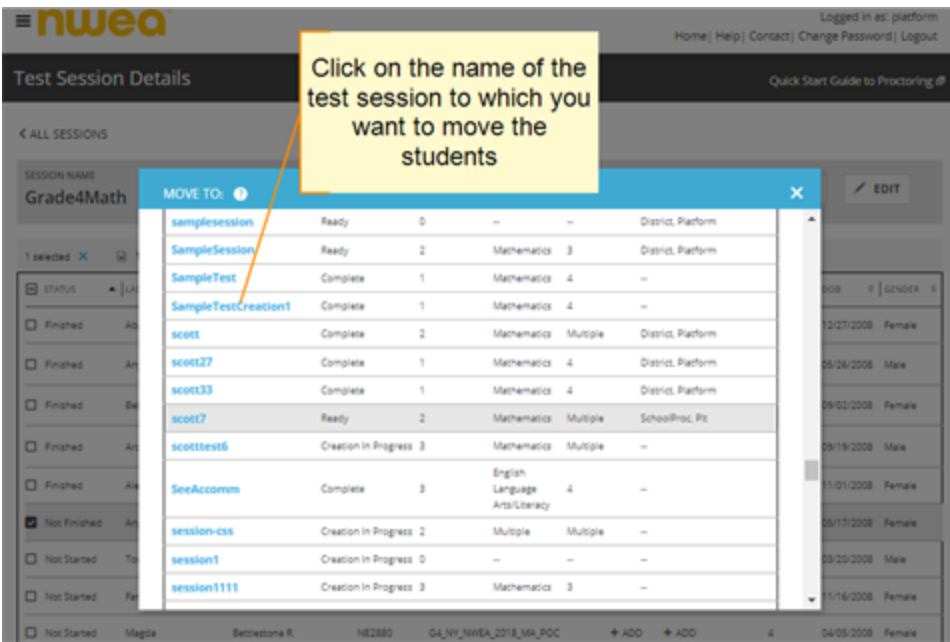
From the Test Session Details page, choose the test session with the students that you want to remove. Choose the students that you want to remove and select **REMOVE STUDENT**.

To move or add students:

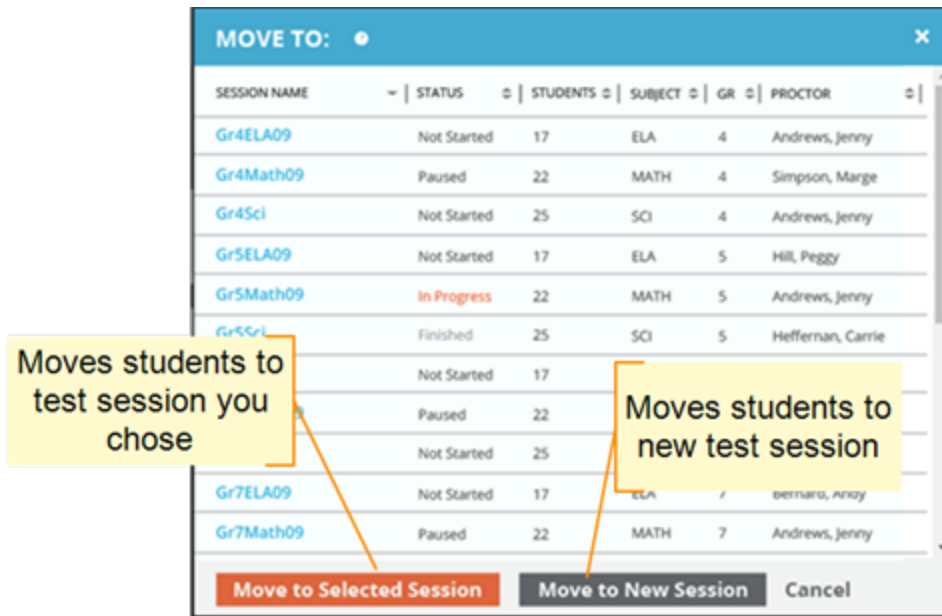
To add students, start in Test Session Details and click **EDIT**. When Create Test Session opens, scroll down and click **BACK** to switch to the **1-STUDENTS** tab:



To move students, start in Test Session Details and select the students that you want to move. Click **MOVE** and you will see a list of all test sessions in the students' school. Choose the test session that you want, and then choose **Move to Selected Session**.



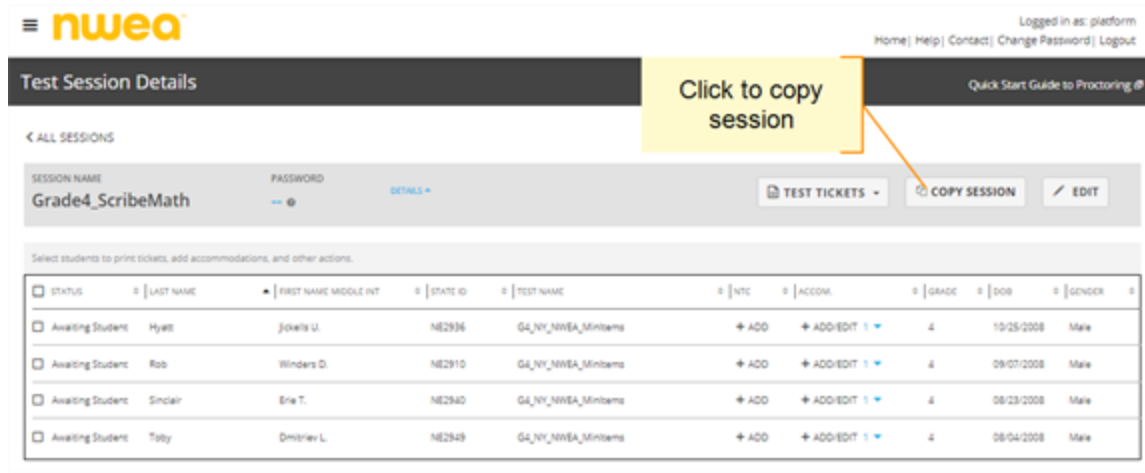
The students will be added to that session. They will keep all test and accommodations assignments. If you want to create a new test session with the group of students, such as when you want to assign students with unfinished tests to a make-up session, click **Move to New Session**.



To copy a test session:

Once you have created one test session, you may want to duplicate it, such as when you have assigned a fourth-grade class a Math test and now want to assign the same group of students an ELA test. You can copy both existing and newly created test sessions.

For an existing test session—From the Test Session Details page of the session that you would like to copy, click **COPY SESSION**.



For a newly created test session—When you save a test session, you will have the option to copy it. Click **COPY SESSION**. A new test session will be created with all the students from the original session who have any tests available to assign. Students who have completed all available tests will not be copied into the test session. Students in the newly created test sessions will need to have tests and accommodations assigned to them.

Checking Testing Progress

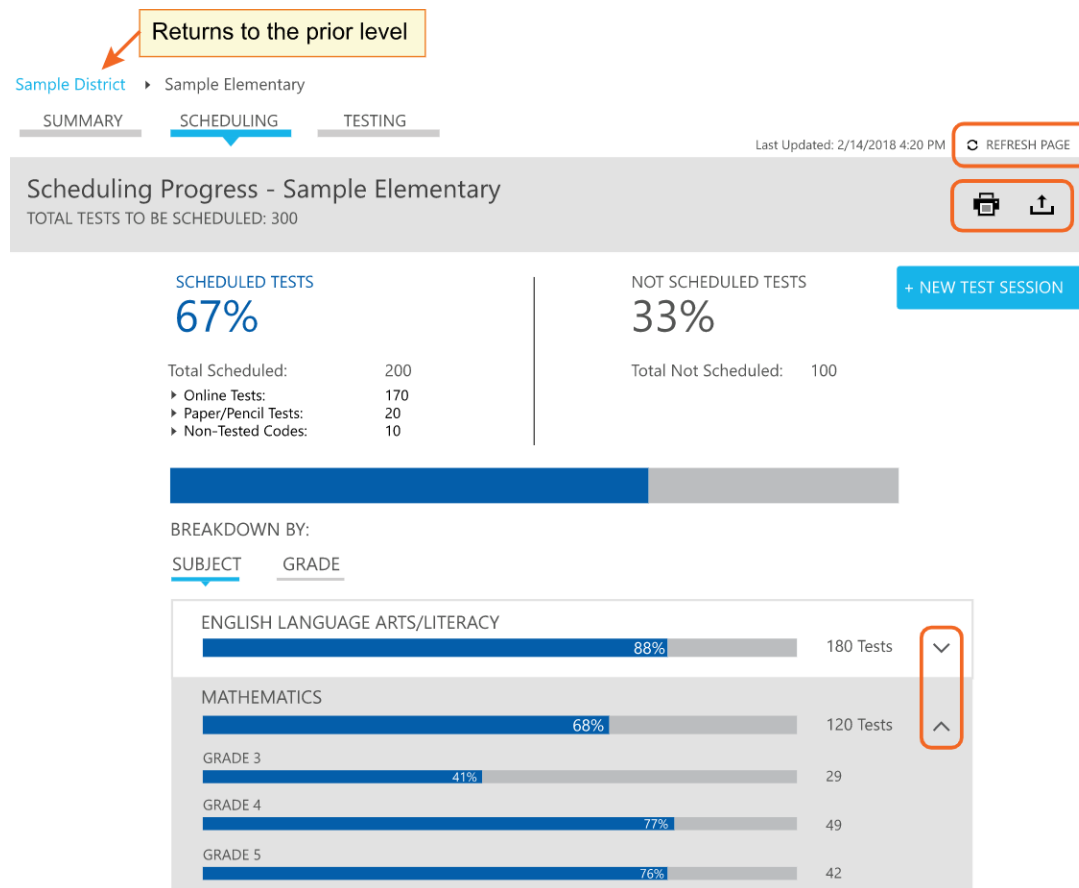
Use **NSCAS > Manage Testing** to check progress for both:

- Scheduling tests students should take
- Completion of online tests by students

Basics of Testing Progress

Required role: **Assessment Coordinator** (District or School level), **Data Administrator** (District or State), **System Administrator**, or **Administrator**



The on-screen data does not automatically refresh, so click **REFRESH PAGE** to see up-to-the-minute calculations. Use the **SUMMARY**, **SCHEDULING**, and **TESTING** tabs to switch views:



The calculations depend on the accuracy of the student roster imported for your district.

To print or export:

There are print and export icons near the top:

-  *Print*—Useful for capturing what you see on screen.
-  *Export*—Useful for capturing complete details for the school or district you are viewing. The data is in CSV spreadsheet format and includes your students' State ID and Passcode used to log in.

Download Options for Export—You can choose to export a subset of information, such as scheduled tests, not-scheduled tests, paper/pencil tests, or tests with not-tested codes. These options vary depending on the data set you are viewing. If you cannot find a particular option, try changing the view to a school or district, as explained in the next section.

To change view between school and district:

Use the **SCHEDULING** and **TESTING** tabs to see school data. Your CAP role determines the schools you can view. If available, select schools from the list at the bottom, below the progress bar graphs:

School Scheduling Progress Showing 2/2 Schools		Select from list to view details		Search Table...			
SCHOOL NAME	SCHOOL CODE	SCHEDULED TESTS	NTC	P/P	TTS	NOT SCHEDULED TESTS	
Sample Elementary	0101	200 (67%)	10	20	14	100 (33%)	
Sample Middle School	0102	151 (45%)	18	15	44	184 (55%)	

To move back to the district level and potentially choose a different school, use the breadcrumb navigation at the top:

Sample District ▸ Sample Elementary

SUMMARY **SCHEDULING** TESTING

Last Updated: 2/14/2018 4:20 PM [REFRESH PAGE](#)

Scheduling Progress - Sample Elementary

TOTAL TESTS TO BE SCHEDULED: 300

SCHEDULED TESTS
67%

Total Scheduled: 200

- ▶ Online Tests: 170
- ▶ Paper/Pencil Tests: 20
- ▶ Non-Tested Codes: 10

NOT SCHEDULED TESTS
33%

Total Not Scheduled: 100

[+ NEW TEST SESSION](#)

BREAKDOWN BY:

SUBJECT GRADE

Subject	Grade	Scheduled	Total
ENGLISH LANGUAGE ARTS/LITERACY		158	180
MATHEMATICS		82	120
GRADE 3		12	29
GRADE 4		38	49
GRADE 5		31	42

Are Students Scheduled for Testing?

Use the **SCHEDULING** tab to track progress of students being assigned to the tests that they are required to take.

SUMMARY **SCHEDULING** TESTING

Last Updated: 2/14/2018 4:20 PM [REFRESH PAGE](#)

Scheduling Progress - Sample Elementary

TOTAL TESTS TO BE SCHEDULED: 300

SCHEDULED TESTS
67%

Total Scheduled: 200

- ▶ Online Tests: 170
- ▶ Paper/Pencil Tests: 20
- ▶ Non-Tested Codes: 10

NOT SCHEDULED TESTS
33%

Total Not Scheduled: 100

[+ NEW TEST SESSION](#)

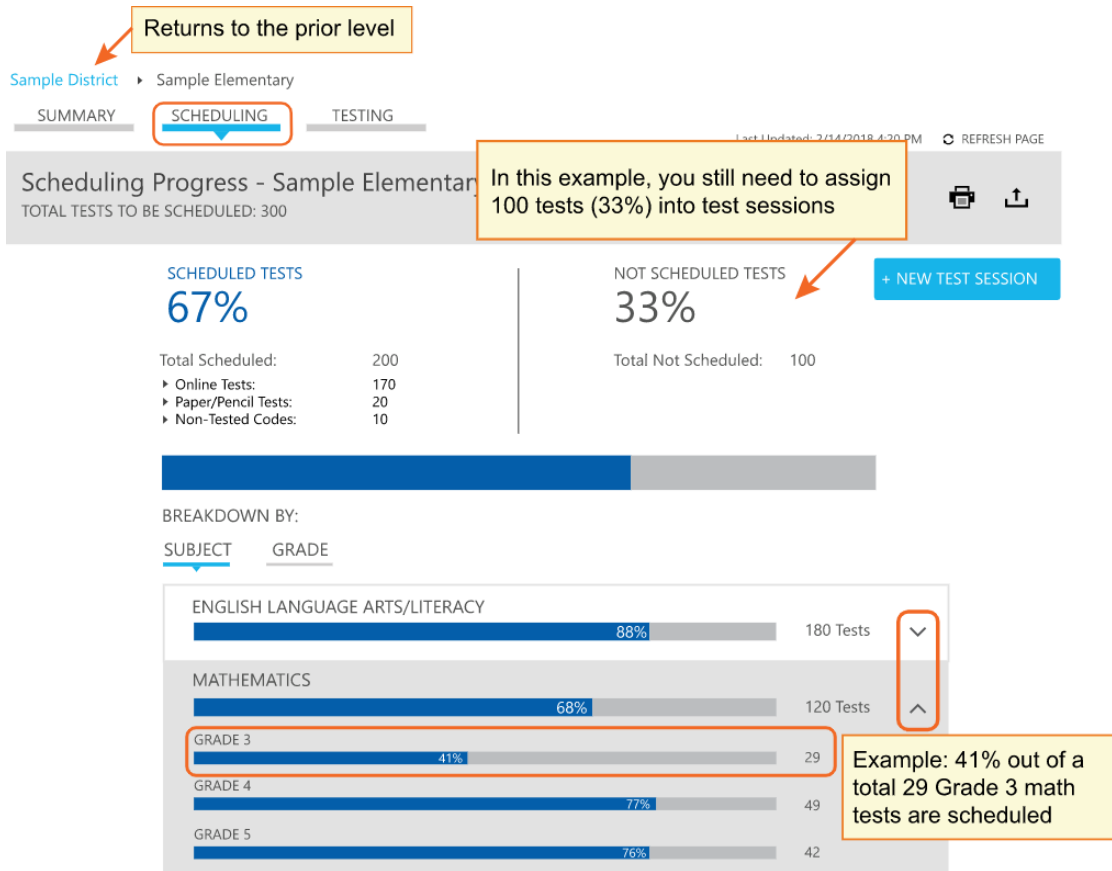
In this example, 100 tests (33%) still need to be assigned to test sessions

Scheduled tests reflect how you made assignments in your test sessions:

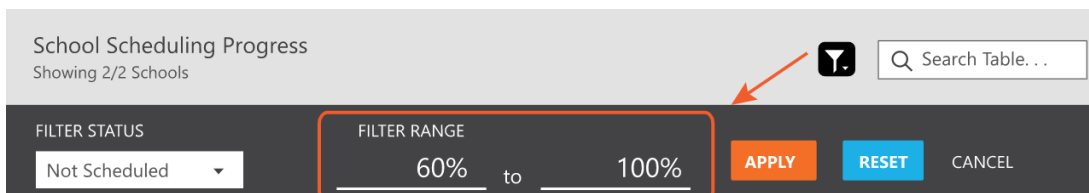
- Online Tests—Number of students with standard test assignments
- Paper/Pencil Tests—Number of students indicated using the PPE code as taking paper/pencil tests
- Not-Tested Codes—Number of students indicated as not taking the test by assignment of a code other than PPE

To pinpoint the scheduling gap:

- *By subject and grade*—expand the breakdown charts. For example, you can see the percentage scheduled in Mathematics for each grade:



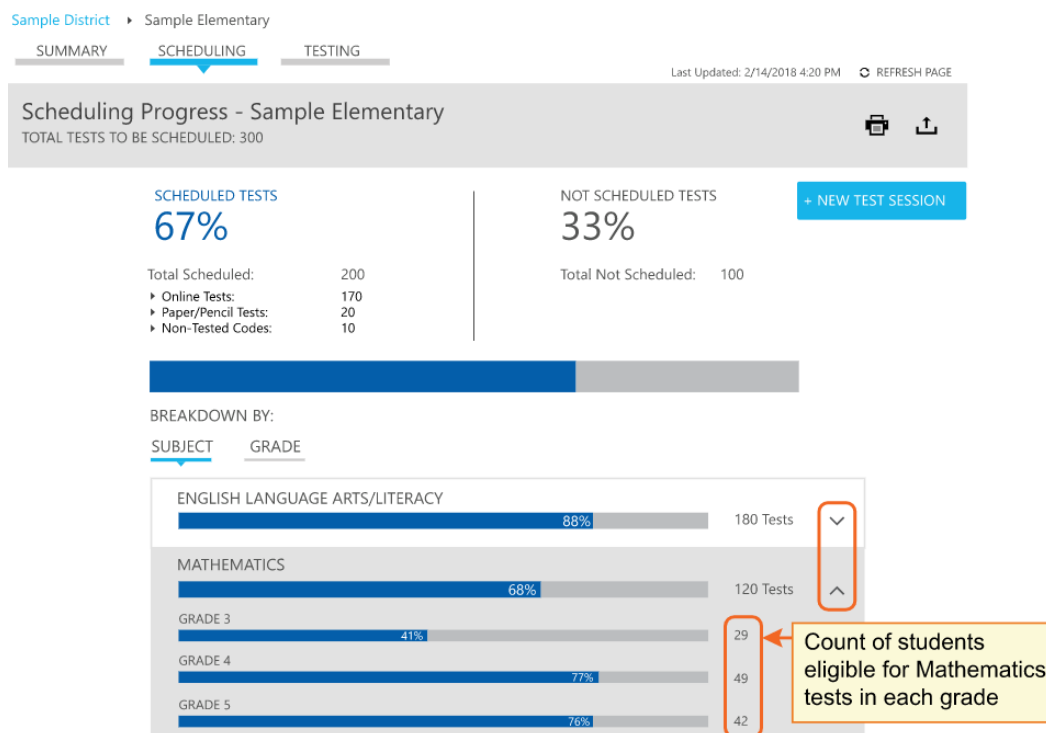
- *By percentage range*—use the filter for the school or district list. For example, using the following filter settings, you can see which schools have greater than 60% of tests Not Scheduled:



- *By specific students*—use the export and choose **Not Scheduled Tests**.

To add students into test sessions:

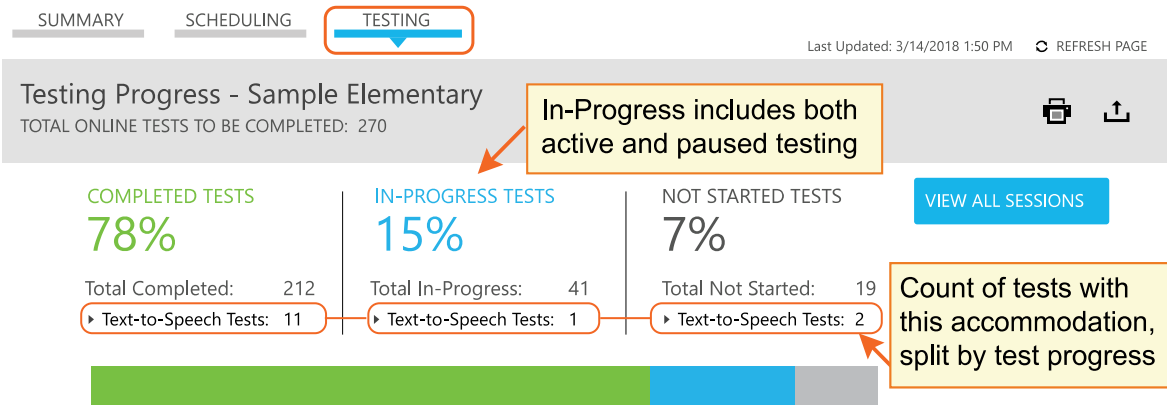
Click **+ NEW TEST SESSION**. It opens Create Test Sessions in a new browser tab, so you can refer back to the tab with View Testing Progress.



Using the above example, you could complete the Grade 3 scheduling by specifying Mathematics and Grade 3 in the student search criteria within Create Test Sessions.

Are Students On Track to Complete Testing?

Use the **TESTING** tab to track students as they progress through the *online* testing that you scheduled (not paper/pencil testing):



To see detailed student activity, click **VIEW ALL SESSIONS**. It opens Manage Testing in a new browser tab, where you can click any test session to see the status of each student.

Make-up Testing Preparations

During make-up testing, there are two ways to complete student testing:

- Proctors reopen any **existing test session** with a status other than Complete and continue testing for students with a status other than Finished (*useful if there are many students unfinished in that test session*).
- or–
- As Assessment Coordinator, create a **new test session** for students who have not completed testing (*useful if you want to pull together a mix of students, including different tests and grades*).

Creating a New Test Session for Make-up Testing

Required role: **District Assessment Coordinator** or **School Assessment Coordinator**
(also available to Data Administrator)

Your make-up test session can include a mix of tests and grades. You need to remove students from the original test session to put into a new session using student status information that you export.

A: Export student status information:

1. Open **NSCAS > View Testing Progress**.
2. Click the **TESTING** tab.
3. Open a specific school if you are viewing at the district level.
4. Click the export icon.
5. Choose **All Tests** from the export options and click **Download CSV File**.
6. Open the export file in Excel[®] or another spreadsheet editor and sort by columns M (Test Session) and Q (Testing Status).
7. Look for any student with the following Testing Status:
 - Not Started
 - In Progress
 - Not Applicable, with Scheduling Status (column P) showing **Not Scheduled**

B: Create a new test session from an existing test session, or move students to an existing test session

1. Open **NSCAS > Manage Testing**.
2. From the list of test sessions, open the first one with students who have not finished, as shown in column Q (Testing Status) in the exported spreadsheet.
3. Select the students that you want to move to a make-up session.
4. Click **MOVE**. You will see a list of all test sessions at the students' school.
 - a. To move students to an existing test session, select that test session and choose **Move to Selected Session**.
 - b. To create a new session with these students, choose **Move to New Session**.

See also: [Test Session Setup](#) on page 2.

Resetting a User Password

In most cases, users should reset their own password by clicking **Forgot Username or Password?** under the main login prompt. However, if needed, you can generate a temporary password by updating the user's profile.

Note: Your role may prohibit you from resetting the password of users with a role higher than your own (hierarchy depicted in the list of roles below).

Required role: **System Administrator** or **District Assessment Coordinator** or **Data Administrator**

1. In the left navigation pane, click **Manage Users**.
2. Enter your search criteria.
3. Select the correct profile and click **View/Update**.
4. In the All Roles section, click **Request Password Reset**.

Important:

- The new password does not take effect until you submit all changes to the user profile.
- If the user profile:
 - includes an email address, the password is automatically sent via email;
 - has no email address, the password displays on the screen after you submit all changes, and you must email it to the user manually.

5. At the bottom of the screen, click **Submit** when the page refreshes.

The User Profile Summary page appears.

- If you are resetting the password for an Instructor, you must click **Submit** a second time on this page.
 - A message states that the profile has been updated successfully. The page displays the new password or a confirmation that the password was sent by email.
6. If the password displays on the screen after you submit the profile, communicate the temporary password to the user.

When logging in with the temporary password, the user is immediately prompted to create a new password.