

During Testing

TEST FUNCTIONALITY

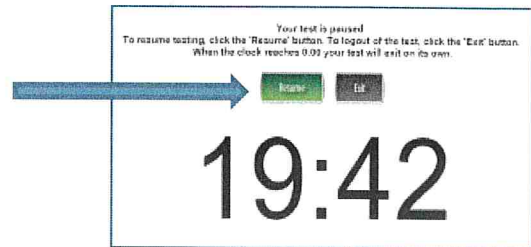
Prepare Devices Prior to Student Log In

- Ensure that all other programs or applications on the device are closed prior to launching the DRC INSIGHT application (including those that use audio or video channels).
- Ensure the device's system volume is not muted and is set to an appropriate level.
- Ensure that the ChromeOS device's keyboard is set to U.S. Keyboard.

How to Pause the Test

If the student needs to take a break (less than 20 minutes)

- Click on the blue "pause" button.
- A timer appears over the student's test that counts down from 20 minutes.
- To resume testing, the student will click the green "Resume" button (before the clock counts down to zero).

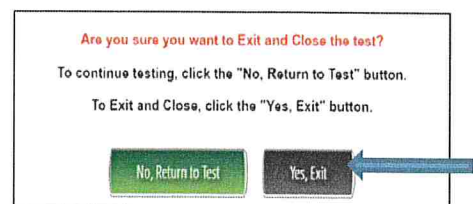
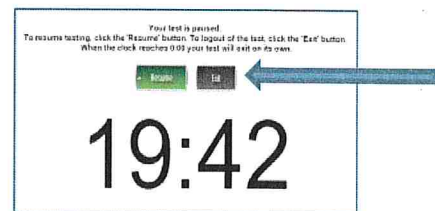


If the student does not click the "Resume" button before the clock counts down to zero, the student will automatically be logged out of the test session, but the test will not be submitted. Any questions already answered will be saved. To continue testing, the student will need to log in again with their test ticket.

How to Exit the Test without Submitting

If the student is taking a break for more than 20 minutes (lunch, leaving for day, etc.)

- The student should go back and review all flagged items prior to exiting the test session for the day. Students may not go back to any questions worked on during a previous sitting (students should only be permitted to work forward from the last completed question.)
- Click the blue "Pause" button.
- **Then choose the gray "Exit" button.**
- The student will be asked "Are you sure you want to exit and close the test?" To close the test the student should click the gray "Yes, Exit" button.
- The test session will end but will not be submitted. Any questions already answered will be saved. The



TEST TICKET MANAGEMENT

Test tickets and rosters are considered secure materials. They should be kept in a secure location until the session is scheduled to begin.

Distribute test tickets to students just prior to student login and collect test tickets at the end of the test sitting. It is best practice to count the number of tickets that are distributed and make sure the same number of tickets are collected.

After a testing session is complete, return all test tickets to the DAC/SAC for secure destruction or secure storage.

If you suspect a student's test ticket and/or password have been compromised, contact OEA immediately at (608) 267-1072.

student will need their test ticket to log in again and continue the test.

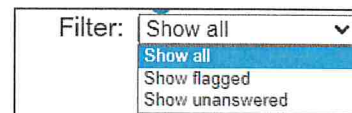
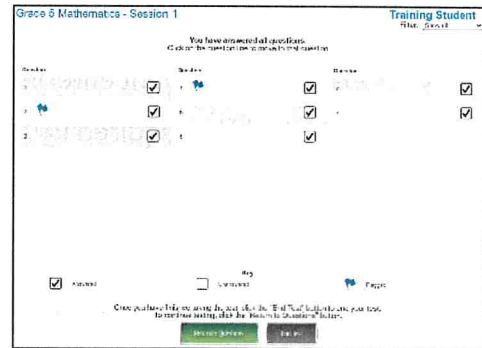
How to Submit the Test

When the student reaches the last question in the session, they should choose the green “Review/End Test” button.



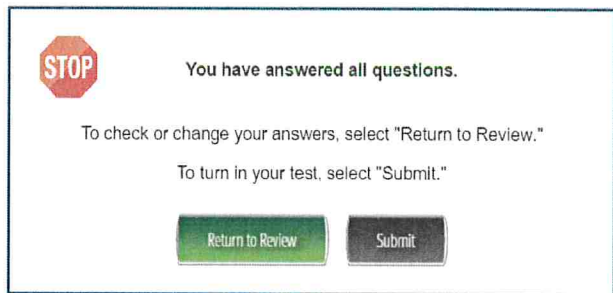
This will take the student to a review page. Here students can see if they have attempted all questions. The review page considers an attempt or partial answer to be an answered question.

For example, a multi-select item that asks a student to choose two answers, will have a check in the box on the review screen for that question even if the student selects only one answer. Be sure to remind students to read each question carefully. Students can also see if they have flagged a question for review. A filter in the top-right corner of the review page provides students the ability to show specific questions that were either flagged or unanswered during the test. Flags do not need to be cleared in order to submit the test. If the student would like to return to a question from this page they can select anywhere on the line for that question. The student may also click on the green “return to questions” button if they would like to go back into the session.



During Testing

When the student is finished with the test session, they will need to end and submit. Submitting the test will submit all answers and does not permit re-entry into the test session (i.e. math session 1). From the review screen, students should select the gray “End Test” button. There will be one additional pop-up box that indicates whether or not all questions have been answered (attempted). The student can either choose to return to the review screen or submit the test. Once the student selects the gray “Submit” button, they cannot return to the test session.

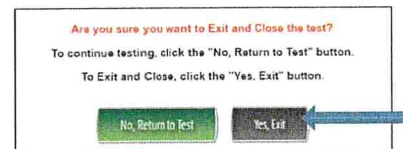
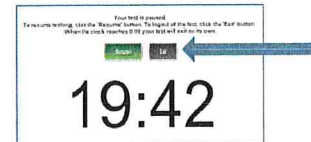


How to Move a Student to a New Device during Testing

If the student is having technical difficulties sometimes the best solution is to move the student to a different computer.

Step-by-step process:

- End student’s test without submitting
 - choose the “Pause” button,
 - then choose the gray “Exit” button,
 - and then the “Yes, Exit” button.
- Escort the student to the new location (computer).
- Launch the testing software.
- Hand the test ticket back to the student.
- Observe the student entering his/her username and password.
- Student will be required to view and click through the test directions.
- Student will click Begin Test and will be taken to the same question where they left off prior to pausing.
- Collect the student’s test ticket.
- Continue to monitor the test session with the normal security procedures.



TEST ADMINISTRATION

Testing Transfer Students

A school is required to test or complete the testing of any student who enrolls in the district during the testing window, provided the student has not already completed testing elsewhere in a Wisconsin Public School.

Administering Make-ups

Students who are absent for one or more sessions should take the remaining sessions with the rest of the class. Make-ups for missed sessions (or for students who may need extra time to complete a session) should be scheduled for a later time.

Every attempt should be made to administer make-up tests to any students who miss one or more of the scheduled test sessions. TAs should coordinate the scheduling of make-up sessions with the School Assessment Coordinator (SAC) to eliminate conflicts and ensure that the students will be taking the make-up tests under the same conditions as the other students.

Back-up Plans

When administering online tests, technical issues may arise from time-to-time. Be sure you are aware of your district’s back-up plan if a situation occurs. Removing students from a testing situation that is not functioning and returning them to their regular schedule is recommended to keep frustration levels low.

Accidental Submission

If a student accidentally submits a test, refer to Appendix D: Decision Tree for Unlocking a Student Test, and contact the DAC immediately to unlock the student's test.

TDA Testing Precautions

The TDA should be administered first thing in the morning, allowing students plenty of time to complete their essay. Students should not be writing the TDA for several hours.

TDA Keyboard Settings

If using ChromeOS, the keyboard needs to be set to US Keyboard, in order for special characters to function, such as quotation marks. This can be set ahead of time on all devices. If a student is working in the TDA and finds that the special characters are not working, use the following process to change the keyboard settings:

- Click outside of the TDA writing text box,
- Select 'Ctrl Shift Space Bar' at the same time.

Calculator Usage

Students may only use the online, embedded calculator provided in the assessment for calculator-allowed questions. Students with visual impairments who are unable to access the online calculator provided in the assessment for calculator-allowed items will be permitted to use the calculator that they typically use, such as a Braille calculator. Test administrators must ensure the calculator is only available for calculator-allowed items. See the *Accessibility Guide* for more information.

Use of Calculators by Grade and Session:

Grade	Math Session	Embedded Calculator Allowed
3, 4, 5	1	NO
	2	NO
6, 7, 8	1	NO
	2	YES

What type of Assistance is Permitted?

Be sure students understand the directions and how to work in the online system. Assist them with test taking mechanics (help with technology of item i.e., how to drag and drop or draw a line to matching selection) but be careful not to inadvertently give hints or clues that indicate an answer or eliminate answer choices. You may read an occasional word for a student as long as it is not part of an ELA session 4 reading passage, if asked.

Guessing

Encourage students to attempt all items. Tell them to read each question carefully and make their best attempt answering. Be careful not to imply they should guess randomly. Unanswered questions are scored as incorrect.

Testing Recently Arrived English Learners

All students enrolled at the time of testing must be assessed. English learners (ELs) who are new to country (been enrolled in U.S. schools for less than 12 cumulative months) may be exempted from the English language arts (ELA) portion of the Forward Exam during their first test administration. These students must take the ELA section during subsequent administrations, even if they still qualify as a recently arrived student. If the student does not participate in the ELA assessment, he or she must participate in ACCESS for ELLs®. If a student arrives after the ACCESS for ELLs® assessment window and does not have an opportunity to take that test, but is exempt from the ELA assessment, he or she will be removed from test participation calculations. Recently arrived students **must participate in all other content areas**, with or without designated supports. Students in the district for less than a full academic year (FAY) are counted for test participation only; their assessment results are not factored into school or district report cards. Results for students who are FAY in the district but not a specific school are included in district report cards. Students new to country who are exempt from the ELA assessment must have a not-tested code entered in the DRC INSIGHT Portal for ELA. If a student who is exempt from the ELA assessment took part or all of the ELA test, please contact DPI for further guidance.

Monitoring Testing

TAs should monitor testing by:

- Circulating throughout the room
- Ensuring that all test administration, test security, and accessibility policies and procedures are maintained
- Reporting any test security incidents to DAC/SAC
- Assisting students with technology issues
- Ensuring students are working in the correct test session and progressing as they should (redirecting student attention back to the test if needed). If a student has selected an incorrect session, select Pause and then Exit to return to the test sign-in screen, then log the student in to the correct session.

Securely Destroy Materials

Federal law—the Family Educational Rights and Privacy Act (FERPA)—prohibits the release of any student’s personally identifiable information (PII). Any printouts, including print on demand and listening scripts, test tickets, scratch paper, and graph paper must be collected, given to the DAC/SAC and then securely destroyed.

Test Administration Script

This section provides the directions and script for administration of the test. Be sure to review the test administration script in advance. In order to ensure that all students in the state are provided the same instructions and tested under the same conditions, the script must be followed exactly and used each time a test is administered.

If you are resuming the test and are sure that all students are able to log in without hearing the login directions again, you may skip to script #2.

Test Administrators should print these script pages or work from an online version.

At the beginning of the test session, confirm that:

- Each student is sitting at a separate testing device and that each device is turned on and the desktop/home screen is visible.
- All students have headphones and scratch paper.
- All cell phones, smartwatches, cameras, and other personal electronic devices are turned off or silenced and put away. It is recommended that Test Administrators instruct students to leave electronic devices in their locker.
- All programs are closed on the testing device before the DRC INSIGHT application is opened.

Script 1

▶ **SAY:**

Today you will be taking the Forward Exam for [ELA/Mathematics/Social Studies/Science]. Carefully follow the directions and give this test your best effort.

Your answers need to be your own work. Please keep your eyes on your own test, and remember that there is no talking.

This is not a timed test so work at your own pace. If after 20 minutes, you do not answer a question or click on a test tool, a screen will pop up warning you that you are about to be logged out of the test. Please click okay if you get this warning and the test will continue. If you do not click okay, you will be automatically logged out and will need your test ticket to log in again and continue testing.

During testing, if you need to step away from your computer, please raise your hand and ask me. You can pause the test by clicking the Pause button.

This test is divided into ^{two} sessions. When you get to the end of each session, you will see a review screen. You can review your answers before ending and submitting the test. Once you submit your answers, you will be logged out.

Read one of the three options below that corresponds with the session you are testing:

Option 1

Read only for ELA Session 1 - TDA Writing Prompt

▶ **SAY:**

~~For this session, you will need to read a passage or set of passages and respond to a question by writing a 1 page essay or a story. Below the question, there is a button that will open a Writers Checklist. Make sure to use this checklist as a guide while you plan and write your response. The box that you write in will scroll so you can write more text than just what appears to fit in the box.~~

~~Be sure you use your best writing skills and answer everything the question is asking you with the required supporting details and examples from the passage. We have scheduled plenty of time for this session so relax and do your best.~~

OR

Option 2

Read for ALL sessions (except ELA Session 1 - TDA Writing Prompt and Science sessions)

▶ SAY:

You should try to answer each question before going on to the next question. Be sure to read each question carefully. Test questions will ask you to provide your answer in several different ways. Be sure you understand what you are being asked to do.

If you are unsure of an answer, provide what you think is the best answer. If you would like to review that answer at a later time, mark the item for review by clicking the "Flag" button.

Flagging the item will remind you in the review screen to go back and decide whether you need to change the answer during this test session. Once you log out you will not be able to go back to any flagged or previously completed questions.

OR

Option 3

Read only for Science Sessions

▶ SAY:

For this session, you will see that most of the questions are grouped into sets. Each set of questions will begin with some scientific background information, which may also include graphics or pictures. This background information is not meant to be where you will find all of your answers.

You should try to answer each question before going on to the next question. Be sure to read each question carefully. Test questions will ask you to provide your answer in different ways. Be sure you understand what you are being asked to do.

If you are unsure of an answer, provide what you think is the best answer. If you would like to review that answer at a later time, mark the item for review by clicking the "Flag" button.

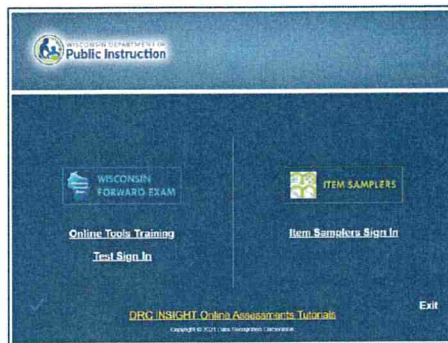
Flagging the item will remind you in the review screen to go back and decide whether you need to change the answer during this test session. Once you log out you will not be able to go back to any flagged or previously completed questions.

If the DRC INSIGHT app is already open on student devices, you can skip the text box below.

If the DRC INSIGHT app is not already open on the testing devices, say the following:

▶ **SAY:**

Open the DRC INSIGHT app on your computer. You may see a screen that says “WIDA” and “Wisconsin.” If you see this screen, select “Wisconsin.” You should now see a blue Wisconsin Forward Exam logo on the left side of the screen. Is there anyone who does not see this screen?



Pause to assist students if necessary. If a student receives an error message, note the content of the error message, and contact the Technology Coordinator or School Assessment Coordinator. The student can be moved to another computer if needed.

▶ **SAY:**

Select Test Sign In. You should now see the sign in screen appear. Is there anyone who does not see the sign in screen?

Pause to assist students if necessary. A second staff person to assist those having trouble is beneficial.

When all students are ready and see the sign in screen:

▶ **SAY:**

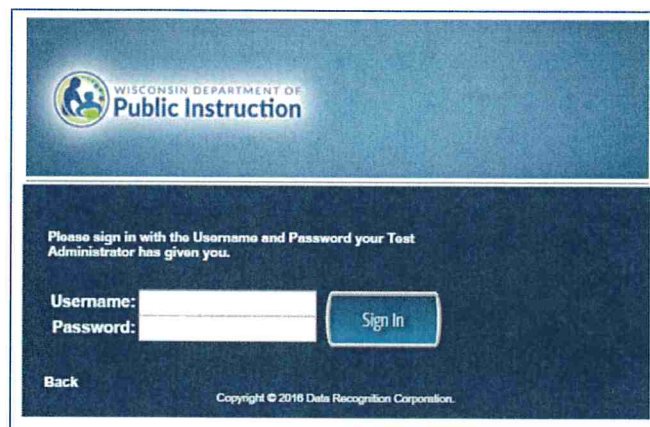
I will now pass out your test ticket that includes your log in information. Do not share your test ticket with anyone else. Do not log in to the test until you are told to do so. Please make sure your name and the test name are correct on the ticket. Today's test is (~~Mathematics, English Language Arts, Science, or Social Studies~~). Keep the test ticket and I will collect it later.

- Give students the test tickets. When distributing, confirm that each student receives the correct ticket by ensuring the student's name and the test name are correct.
- If the student should have any online supports or accommodations such as TTS or VSL, ensure this is printed on the ticket.
- Make note of the number of test tickets you are distributing so you will know how many to collect at the end of the test.
- Remember the test tickets contain secure information and need to be collected at the end of the test session.

After you have distributed the test tickets:

► **SAY:**

Log in now by entering your username and password from your test ticket. If you have any trouble logging in, please raise your hand and wait for assistance. Once you have logged in, please sit quietly, and **DO NOT** go any further. We will review several screens together. If you move ahead, you may enter the test accidentally. If you happen to accidentally enter the test, please stay calm and sit quietly while you wait for the rest of the class to catch up. **DO NOT** try to get out of the test by yourself.



► **SAY:**

After you log in you will see a Welcome screen. Raise your hand if you do not see the welcome screen with your name

- Make sure all students have successfully entered their information and logged in. A second staff person to assist those having trouble is beneficial.

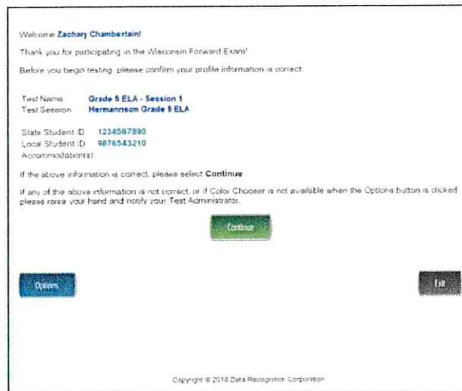
- Remember: Passwords are unique to each content area, but the same for all sessions within a content area. Usernames and passwords are NOT case sensitive.
- Contact the Technology Coordinator or School Assessment Coordinator for assistance with error messages. If the problem cannot be resolved, please contact the DRC Help Desk at 1-800-459-6530 or WIHelpDesk@datarecognitioncorp.com.



SAY:

Look at the information on the welcome screen and make sure that your first and last name and the name of the test match your test ticket.

If the information is correct, select the continue button. If the information is not correct, raise your hand.



Pause to assist students as necessary. A second staff person to assist those having trouble is beneficial.



SAY:

The next screen shows the sessions available in this content area. Is there anyone who does not see the sessions listed on the screen?





SAY:

Select the test session (session 1, session 2, etc.). You will now see the test directions screen. Please read the directions to yourself. **DO NOT** click the green **Begin the Test Button** until told to do so.

As students are reading through the directions, go around to each student and confirm that they have the accessibility features needed.

- Students who require TTS should be able to hear the computer voice reading the directions. Students may need you to adjust the audio settings (speed and volume of the TTS voice). It is also possible to disable the TTS using the audio settings.
- Students who need VSL will see a button for VSL on the direction pages.
- Students who need Spanish Stacked Translation should see those features in the directions.
- Students who need color choice and contrast adjusted may need you to help them.

Assist students as necessary. Allow students time to read the information on the various directions pages and confirm that students have reviewed all materials.

Once you have confirmed all students have the necessary accessibility features and all students have read the directions:



SAY:

Now select the green **Begin the Test** button.

During testing:

- Circulate through the room during testing to ensure that all test administration, test security, and accessibility policies and procedures are maintained.
- If you notice a student is off task, needs to be re-focused, or a student asks you a content related question, the following statements may be used:
It is important that you do your best. Do you need to pause the test and take a break?
I can't help with the test. Try to do your best.
- Do not help the class or individual students with specific test items or content.
- Provide assistance if a student is struggling with the mechanics/technology requirements of an item. Students should not be hindered by technology.

When the time scheduled for the testing period is coming to an end:

* Students will need to submit each session.

Get ready to end the testing period approximately five minutes prior to the end of the time you have scheduled for this test period and give students a brief warning. Read the information below that corresponds with the session you are testing:

Read for ELA Session 1 – TDA Writing Prompt

▶ **SAY:**
 We are nearing the end of this testing period. If you are almost finished with your essay finalize what you are doing and submit your test. If you need additional time to complete the essay I will give you further instructions. I will collect test tickets and scratch paper at the end of the testing period.

OR

Read for ALL Sessions (except ELA Session 1 – TDA Writing Prompt)

▶ **SAY:**
 We are nearing the end of this testing period. Please review any items you have flagged for review now. You will not be able to return to them during the next testing period. If you are still working, you will have the chance to finish the test at another time by starting with the last question completed and working forward from there.

When the testing period is over:

▶ **SAY:**
 This testing period is now over. If you are still working in this session, select Pause, then Exit and you will be able to finish at another time. If you have answered all the questions in this session, select Review/End Test, then End Test, then Submit. I need to collect your test tickets and scratch paper before you leave your computer.

- Collect all test tickets, scratch paper, and any other allowed testing materials.
- Ensure all testing device screens show the Wisconsin Forward Exam initial welcome screen or the test sign in screen.
- Return all collected test materials to the DAC/SAC for secure storage or secure destruction.
- The DAC/SAC may also wish for you to provide a list of students who were absent or did not complete the test session and will require additional time to complete the test.