Online Through Year Administration Manual *for* DeSSA Social Studies

2023–24

If you have any questions regarding the *Online Through Year Test Administration Manual for DeSSA Social Studies,* please contact the Delaware Department of Education, Office of Assessment and Accountability, at (302) 857-3391.

For questions or additional assistance regarding PearsonAccess[next] or TestNav 8, please contact the **Help Desk at Pearson**.

Important Contact Numbers	
Pearson Help Desk	(888) 827-1089
Delaware Department of Education, Office of Assessment and Accountability	(302) 857-3391

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Important Dates

Assessments and Practice Tests	Test Window Opens	Test Window Closes
Non-Secure Practice Tests available	October 20, 2023	—
DeSSA Grade 4, 6, and 8 Social Studies Through Year Fall	November 6, 2023	December 6, 2023
DeSSA Grades 5 and 7 Social Studies Through Year Field Test Winter	January 8, 2024	January 31, 2024
DeSSA Grade 4, 6, and 8 Social Studies Through Year Winter	February 12, 2024	March 1, 2024
DeSSA Grade 4, 6, and 8 Social Studies Through Year Spring	May 6, 2024	May 23, 2024
DeSSA Grades 5 and 7 Social Studies Through Year Field Test Spring	May 6, 2024	May 30, 2024

Icons Used in This Manual

Icon	Description
	Note: This symbol accompanies helpful information or reminders.
	Warning: This symbol accompanies important information regarding actions that may cause errors.
	Text that appears in shaded boxes provides instructions relevant to the task described: ■ Numbered (ordered) lists provide step-by-step instructions. ■ Bulleted lists provide instructions that do not need to be performed in a specific order.
[Text]	Text in brackets is used to indicate a button or link that is clickable or that can be pressed on a keyboard.

What's New for the 2023–24 Through Year Administration?

- Accommodations and supports were added for Grades 4 and 6, the same accommodations and supports that are available for the Social Studies and Science assessments in the Spring. Full information is available in Section 6.6 and Appendix C.

- All paper-based and braille-based accommodations for students now have to be approved by the Department of Education. This approval includes ordering materials for testing. In addition to new references in Section 6.6 and Appendix C, please review screenshots for the View Student Tests screen in PearsonAccess[next] for references about the new approval required.

- A field test for Social Studies Through Year was added for Grades 5 and 7. In addition, Grades 5 and 7 will test in two separate windows, instead of 3 windows for Grades 4, 6, and 8. See "Important Dates" on p. v for details.

- The Student Score Report available in PearsonAccess[next] after testing in Grades 4, 6, and 8 has two additional columns of information. See Section 8.3 for details.

- A new type of report was created for all grades:

  - Service School Report

  Users can run this report to keep track of students that may test out-of-district at service schools. This report is covered in a new section (7.3.3), entitled "Accessing the Service School Report."

1.0 DeSSA Support Overview

The Delaware System of Student Assessments (DeSSA) Portal at **http://delaware.pearsonaccessnext.com** is the home for Social Studies online Through Year assessment administration information. Manuals, brochures, and other informative materials are available on the portal.

This *Online Through Year Administration Manual for DeSSA Social Studies* (TAM) provides needed information regarding policies and procedures for the DeSSA online assessments.

PearsonAccess[next] is the assessment management system for DeSSA Social Studies Through Year online tests. In this system, users can review student data and manage student tests, test sessions, and other information. TestNav 8, the student test delivery platform, is the tool in which students will complete the online tests. Online user guides for PearsonAccess[next] and TestNav 8 include step-by-step instructions and screenshots explaining how to complete a variety of tasks in the system and the test delivery platform. Step-by-step instructions for tasks specific to test administration are included in sections 6.0, 7.0, 8.0, and certain appendices of this manual.

PearsonAccess[next] Online Support	**https://support.assessment.pearson.com/x/BYDy**
TestNav 8 Online Support	**https://support.assessment.pearson.com/x/BAACAQ**

For additional assistance using PearsonAccess[next] or TestNav 8, contact the DeSSA Science/Social Studies Help Desk at Pearson at (888) 827-1089. **The Help Desk is open Monday through Friday from 7:00 a.m. to 5:30 p.m. Eastern time.** During these hours, staff will respond promptly.

When contacting the Help Desk, provide the representative with as much detail as possible about the issue(s) encountered and the system on which it occurred. Provide the following information when reporting any incidents or issues:

- Product name: PearsonAccess[next] or TestNav 8
- Date and time when you experienced the issue
- Operating system in use on the affected computer
- Internet browser and browser version in use (if applicable) on the affected computer
- Student ID number of any affected student(s)
- Error code number (if applicable) and message
- Test name, question number, grade, and subject
- Session name (if applicable)
- If reporting on another person's behalf, the contact information for that individual

> **(!) Warning:** To maintain test security, do not take a picture or discuss specific test content when reporting an issue.

The Help Desk may be contacted for situations and questions as described in the Help Desk Matrix in Table 1-1.

Important Contacts

Pearson Help Desk	(888) 827-1089 **Online Support Form**
Delaware Department of Education, Office of Assessment and Accountability	(302) 857-3391

Table 1-1: Help Desk Matrix

Issue	Pearson Help Desk	DTC, STC, or District ISO
Testing environment is down or unavailable	X	
User accounts are not available or users are not able to administer tests		X
Student(s) or student information, such as accommodations and supports, is incorrect or missing		X
Preparing for online testing—downloading TestNav 8	X	
Incorrect tests available to students	X	
User account authentication and troubleshooting including password resets for state, district, and school users		X

2.0 Introduction

All students serviced by Delaware public schools in the specified grade levels have the opportunity to participate in the DeSSA Social Studies Through Year assessments. (See the DeSSA Accessibility Guidelines for more information about the provision of testing supports for students who need them. Special exemptions and information about recently arrived English language learners are also available in the DeSSA Accessibility Guidelines.) All students should have the opportunity to complete a practice test prior to the administration, and in many cases, it is most appropriate to wait until after these practice sessions to make the final decision regarding testing.

The DeSSA Social Studies Through Year tests are untimed, and students who are unable to complete the test on the first day may continue testing on another day within the testing window.

This TAM provides information related to the administration of the DeSSA Social Studies Through Year assessment for specific grades, including important policies and procedures. It also explains the responsibilities of Test Administrators, School Test Coordinators, and District Test Coordinators for the administration of DeSSA Social Studies Through Year assessments.

DeSSA Social Studies Through Year assessments are delivered online using PearsonAccess[next]. Instructions for the most common test administration tasks performed in PearsonAccess[next] are included in this manual. Additional instructions for using the online system can be found online at **https://support.assessment.pearson.com/x/BYDy**.

Tests are delivered to students through TestNav 8, a downloadable application. Instructions for using TestNav 8 can be found online here: **https://support.assessment.pearson.com/x/BAACAQ**.

PAN is accessed through the Delaware Department of Education's (DDOE's) EdAccess or LEA Classlink Single Sign-On application.

1. Access DDOE's EdAccess or your local LEA ClassLink Single Sign-on page, and use your credentials to log in.
2. After you have successfully logged in to the EdAccess or LEA Classlink, you will see a list of authorized applications, including DeSSA Science and Social Studies.
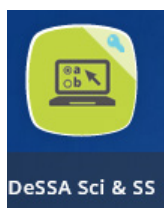
2.1 Using the Administration Dropdown in PAN

When you first log in to PearsonAccess[next], take note of the administration listed in the upper right corner of the home screen. If it does not list the current year and assessment you are wanting to access information for, review the Using the Admin Dropdown Choices in PearsonAccess[next] user guide on the portal at **http://delaware.pearsonaccessnext.com/manuals/** for how to switch the administration listed.

3.0 Roles and Responsibilities in the Online Testing System

This section describes the roles and responsibilities of District Test Coordinators (DTCs), School Test Coordinators (STCs), and Test Administrators (TAs). Each role's access to the online testing system is set according to the responsibilities of the role. **Training is required and provided for all coordinators and staff involved in the DeSSA Social Studies Through Year assessments.** See Section 3.4, Training Requirements, for additional information. **Note: Test security principles and policies described in the following paragraphs are the responsibility of ALL testing roles.**

3.1 District Test Coordinators (DTCs)

District Test Coordinators are responsible for coordinating testing in their district. They should ensure that the School Test Coordinators and Test Administrators in their districts are appropriately trained and aware of policies and procedures. DTCs should also ensure that STCs are trained in the reporting system. When test security incidents are reported to them by STCs, DTCs are responsible for submitting DOE Help Desk tickets.

Table 3-1: District Test Coordinator Checklist

Activity	Completion
Complete DeSSA security training	By October 30, before administration of a Through Year assessment
Complete all required DeSSA training	By October 30, before administration of a Through Year assessment
Review scheduling and testing requirements with STCs	By October 30, before administration of a Through Year assessment
Ensure all personnel, including DTCs, STCs, and TAs, have completed the required training	By October 30, before administration of a Through Year assessment
Work with schools to review and update Delaware Student Information System (DELSIS) and PearsonAccess^next (PAN)	During testing window
DTCs should ensure STCs and TAs understand protocols in the event that a student moves to a new district and/or school	During testing window
Review and submit incidents, exemption requests, security incidents, and data reviews via DOE Help Desk Ticket	Ongoing; deadline for all submissions will be one week after testing window closes
Complete required DeSSA security training and security forms and ensure all have successfully completed the training and have a signed security form on record	By November 1, before administration of an assessment

3.2 School Test Coordinators (STCs)

An STC can be a principal, vice principal, technology coordinator, counselor, or other staff member. We recommend that the STC be someone with limited or no instructional duties so that she or he can coordinate testing activities in the school. There can be more than one school test coordinator in a school.

STCs are accountable for ensuring that testing in their school is conducted in accordance with the test security and other policies and procedures established by the Delaware Department of Education and reporting test security incidents to DTCs. STCs must complete all actions in accordance with the activity list and timeline displayed in Table 3-2.

Table 3-2: School Test Coordinator Checklist

Activity	Completion
Complete DeSSA security training	By October 30, before administration of a Through Year assessment
Complete School Test Coordinator training	By October 30, before administration of a Through Year assessment
Complete all required DeSSA training	By October 30, before administration of a Through Year assessment
Complete all required security forms and ensure that all TAs have completed all required security forms. Ensure that students watch the DOE Test Security video.	By October 30, before administration of a Through Year assessment
Work with technology personnel to ensure that technology infrastructure is ready for testing. Please make sure TestNav 8 is installed on student machines to allow successful completion of DeSSA Social Studies Interim assessments.	Before testing window
Complete test schedule	By date determined by DOE
Review students in both eSchoolPlus and PearsonAccess[next] to ensure student information and accommodations are correct.	Before the test window
Ensure that TAs understand protocols in the event that a student moves to a new district and/or school	During testing window
Ensure all students in Department of Services for Children, Youth and their Families (DSCYF), Delaware Adolescent Program, Inc. (DAPI), or Consortium Discipline Alternative Program (CDAP) programs have home school record	During testing window
Communicate any security issues, incidents, data reviews, or exemption requests required for any assessment testing window for the DTC to submit via a DOE Help Desk ticket	Ongoing; deadline as identified by OOA

In addition, STCs who also act as TAs must review all user guides and manuals.

3.3 Test Administrators (TAs)

Test Administrators are responsible for guiding students through the opening of their tests to get the test started. If assigned, TAs may also create test sessions before testing begins. In addition, TAs are responsible for maintaining test security and for managing any interruptions during test sessions, such as restroom or lunch breaks or student illness. To manage these interruptions, TAs must be very familiar with how to exit tests in TestNav 8 without submitting the answers, and they must know how to resume and unlock the tests in PearsonAccess[next] after breaks. TAs will also be responsible for starting test sessions, locking student tests in PearsonAccess[next] after test sessions, and reporting irregularities to the STC and DTC.

TAs administering the assessments may include the following:

- Delaware-certified educators (teachers, administrators, or guidance counselors);
- Paraprofessionals, if closely supervised by a Delaware-certified educator;
- Translators (if they are not Delaware-certified educators, they must be closely supervised by a Delaware-certified educator); and
- Substitute teachers (if they are not Delaware-certified educators, they must be closely supervised by a Delaware-certified educator).

If there is a severe shortage of staff, a test may be administered by:

- Student teachers acting as TAs, if closely supervised by a Delaware-certified educator, and
- Student teachers and school support staff to act as proctors.

Table 3-3: Test Administrator Checklist

Activity	Completion
Complete DeSSA security training	By October 30, before administration of a Through Year assessment
Review necessary manuals and user guides	By October 30, before administration of a Through Year assessment
Complete all required DeSSA training associated with assessments to be administered and ensure students watch the DOE Test Security Video	By October 30, before administration of a Through Year assessment
Verify that student information, including accommodations, is correct in PAN.	Before testing
Prepare the testing environment, ensuring that students have the necessary equipment and materials as appropriate, e.g., scratch paper and pencils	Before testing
Administer the DeSSA Social Studies Through Year assessments, following the Directions for Administration	During testing
Report test security incidents to STC	After testing
Securely shred all scratch paper used for testing	After students complete test

3.4   Training Requirements

All individuals participating in or otherwise associated with DeSSA test administrations must complete the training requirements specified for each role on the Department of Education's Office of Assessment and Accountability website at **https://www.doe.k12.de.us/domain/111**. In order to create, modify, or administer a test session, a Test Administrator must complete the DeSSA Science/ Social Studies Test Administration Training. Once training is completed, the TA user account can be enabled in PearsonAccess[next]. Prior to administering an assessment, Test Administrators must read the manuals and complete the training associated with the test to be administered. Where applicable, other participants should also read relevant materials, including user guides and manuals, before attending training. **Note: DTCs, STCs, and TAs need to complete the training requirements before each administration cycle—the record of training completion does not carry over between cycles.**

4.0 Test Security and Materials

The security of assessment instruments and the confidentiality of student information are vital to maintaining the validity, reliability, and fairness of the results.

All DeSSA Social Studies test items and test materials are secure and must be appropriately handled. Secure handling protects the integrity, validity, and confidentiality of assessment items, prompts, and student information. Any deviation in test administration must be reported as a test security incident to ensure the validity of the assessment results.

Please refer to the *DeSSA Test Security Manual* on the DOE's Office of Assessment and Accountability website at **https://www.doe.k12.de.us/domain/111** and to training materials for additional information.

Prior to test administration, District Test Coordinators (DTCs), School Test Coordinators (STCs), Technology Coordinators, and Test Administrators (TAs) should review the technology infrastructure at their schools to ensure that networks meet security requirements. Refer to Section 5.0, Technology Infrastructure, for more information.

The following test materials must be securely shredded and recycled immediately after each testing session and may not be retained from one testing session to the next:

- Scratch paper and all other paper handouts written on by students during testing
- Any reports or other documents that contain personally identifiable student information

4.1 Allowable Resources

Unless the resource is included in the list of allowable resources, it is not permitted in the testing room.

> **Warning**: During administration of the DeSSA Social Studies Through Year assessments, students must **NOT** have access to any instructional material. Consult the *DOE Test Security Manual* for further information. The resources listed in Table 4-1 may be provided to students during the DeSSA assessments.

Table 4-1: Allowable Resources

DeSSA Assessments
▪ Pen or pencil.
▪ Scratch paper.
▪ Posters offering students encouragement or inspiration without any instructional content, regardless of subject area.
▪ Online test keyboard navigation symbols (found in Appendix I of this manual). *Department-approved keyboard navigation symbols can be provided to students as a poster or wall chart or as individual handouts. However, if students write on them, the handouts will need to be shredded after testing.*

5.0 Technology Infrastructure

Prior to test administration, District Test Coordinators (DTCs), School Test Coordinators (STCs), Technology Coordinators, and Test Administrators (TAs) should review the technology infrastructure at their schools.

Technology Coordinators can find the technical specifications for online testing, including information about Internet and network requirements, hardware and software requirements, and the online support for PearsonAccess[next] and TestNav 8.

5.1 PearsonAccess[next]

PearsonAccess[next] is the online assessment management system for DeSSA Social Studies. Before accessing PearsonAccess[next] to manage assessments, users should confirm that their workstations meet the requirements for using the system. Users can access PearsonAccess[next] from computers running certain Windows or Mac operating systems, and several browsers can be used.

Pearson continually monitors and evaluates the recommended and supported software requirements. As vendors release newer versions of their products, Pearson updates the recommended operating systems and browsers accordingly. To see the most current information about browsers and operating systems, refer to the "System Requirements" page of the PearsonAccessnext Online Support: **https://support.assessment.pearson.com/x/NYDy**.

Technology Coordinators should review the information about firewalls and proxy servers on that page and make any necessary adjustments to school networks to ensure that information from PearsonAccess[next] will not be blocked.

5.2 TestNav 8

To prepare student workstations for testing, refer to the "TestNav System Requirements" page on the TestNav 8 Online Support site. TestNav will not run properly if computers do not have one of the operating systems—and the specified versions of those operating systems—that are listed on the page "TestNav System Requirements" at **https://support.assessment.pearson.com/x/HwYcAQ**. Once the workstations meet the system requirements, Technology Coordinators can download TestNav 8 onto testing computers. The downloadable TestNav application is required for testing.

Technology Coordinators should also review the network requirements and configure the school's network for use with TestNav 8. These requirements are also available on the "TestNav System Requirements" page on the Portal (**http://delaware.pearsonaccessnext.com/technology-setup/**). The information here includes best practices for wireless networks, including tips for minimizing network impact during online testing and ensuring site readiness.

5.2.1 Kiosk Mode

Kiosk mode prevents students from accessing any applications besides TestNav 8 while testing. If a student opens another program, including an Internet browser, TestNav 8 will exit the student from the test. The student's test will then need to be resumed by the Test Administrator or STC in PearsonAccess[next] before the student can continue testing. Refer to Section 7.2.4, Exiting and Resuming a Student's Test.

While kiosk mode is an integral component of test security, Test Administrators perform an equally important role in preserving test integrity. Test Administrators should be aware of the following and employ the necessary precautions while administering online tests:

- *Close External User Applications Before Launching TestNav 8*—Prior to administering the online tests, Test Administrators should check all computers that will be used as testing workstations and close all applications except TestNav 8. After closing these applications, the Test Administrator should launch TestNav 8 on each testing computer so that the student sign-in page is on the screen.

- *Do Not Allow Testing on Computers with Dual Monitors*—Students should not take online tests on computers that are connected to more than one monitor. Systems that use a dual-monitor setup typically display an application on one monitor screen while another application is accessible on the other screen.

6.0 Prior to Test Administration

As mentioned in Section 3, all individuals involved with test administration must complete all required training prior to test administration. This section provides information and instruction about other tasks that also need to be completed prior to test administration. Follow the dates in Table 3-3 and other dates given to you by your district and school coordinators. Use the checklist below to ensure you complete all necessary tasks in preparation for test administration. Detailed instructions for each step are included in this manual.

Test Administrator Checklist: Prior to Test Administration

- ❏ Complete Test Administrator training
- ❏ Prepare students for online testing
- ❏ Study the administration directions
- ❏ Create test sessions (if necessary)
- ❏ Ensure all students watch the DOE Test Security video
- ❏ Confirm students' accommodations and supports, including the tools provided in TestNav
- ❏ Manage test sessions

6.1 Submission and Confirmation of Student Data

The Delaware Department of Education (DDOE) will provide student demographic information to Pearson for upload to PearsonAccess[next]. Student information should be confirmed in PearsonAccess[next] according to the information in Section 6.1.1, Verifying and Updating Student Information, before testing begins. If users discover errors in student data, they must correct the data in eSchoolPlus.

All students must be registered at their testing schools before they can take any DeSSA test. **Students must be registered in PearsonAccess[next] in the correct school.** If a student is not registered at the testing school, this information must be added/updated in the (eSchoolPlus) student information system before the student can be tested. The updated information will then be included in data provided by DDOE to Pearson. It may take up to 2 business days for data to be updated.

Note: For the images in the rest of the Test Administration Manual that reference Grade 8 as examples when discussing test sessions, the same information and instructions apply to the other grades of the Through Year assessments as well.

6.1.1 Verifying and Updating Student Information

To view and verify student demographic, registration, and test information, follow the steps below. Some information on these tabs is read-only. You cannot edit any student attributes, including personal identifier information. Before following the steps below, ensure that the correct administration and the correct school are selected in the upper-right corner of the PearsonAccess^next screen.

1. From *Setup > Students*, search to find the student(s) to register, or click the down arrow next to the [Search] button and check "Show all results." Note: If you want to filter the list of students on the Students screen to only show students in a particular grade(s), use the Grade Level When Assessed filter on the left to narrow down the search results.

2. Select the **Select Tasks** dropdown and click the checkboxes next to the appropriate task(s).
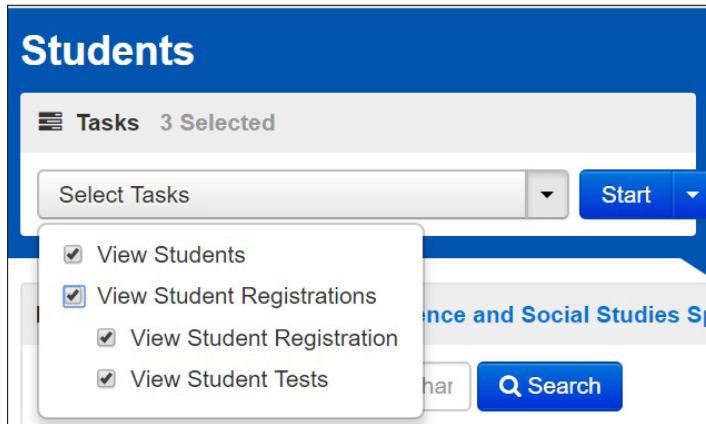
3. Select the View Students tab. Under this tab, you will see student details. From this tab, you can verify that the student information is correct. If you have questions or concerns about a student detail, contact the DOE.

4. Now select the View Student Registration tab. Under this tab, you will see the student's registration details. From this tab, verify that the student information is correct. If you have questions or concerns about a student's registration detail, contact the DOE.

Tasks for Students

| View Student Registration | View Student Tests |

STUDENTS (2)

DEALNCUGMTM, DEALFNCUG A (20420919)
DEALNCUHMTM, DEALFNCUH B (20420920)

DEALNCUGMTM, DEALFNCUG A (20420919)

☑ Registered

Resident School
08-PV-Test-School (08-0... ▾

Grade Level When Assessed*
08 ▾

Ethnicity and Race
☑ Hispanic or Latino Ethnicity
☐ American Indian or Alaska Native   ☐ Black or African American   ☐ Native Hawaiian or Other Pacific Islander
☐ Asian   ☐ White   ☐ Two or More Races

Other Information
☐ English Learner (EL)   ☐ Title1   **Primary Disability Type***
☐ Section 504 Status   ☐ SWD   None ▾

* Required

5. Select the View Student Tests tab. Under this tab, you can verify the Test Details and the Test Information for the student.

Note: The Text-to-Speech Text Only checkbox indicates a universal support for all students. This box should remain checked for all general education students, unless instructions in this manual direct you to uncheck it.

Main Test Session

☐ American Sign Language ❶

Spanish ❶

[dropdown ⌄]

Translation of Key Terms Language ❶

[dropdown ⌄]

☑ Text-to-Speech Text Only ❶   ☐ Text-to-Speech Text and Graphics ❶

Paper Transcription Test Session

Note: All orders for these accommodations must be appoved by the state. Please contact DDOE

☐ Paper-Pencil ❶

Braille Transcription Test Session

Note: All orders for these accommodations must be appoved by the state. Please contact DDOE

☐ Braille ❶

Designated Embedded Supports

Alternate Mouse Pointer ❶

[dropdown ⌄]

Magnification Percentage ❶

[dropdown ⌄]

Non-Embedded Universal Supports

☐ Familiar Test Administrator ❶   ☐ Small Group ❶

☐ Frequent Breaks ❶   ☐ Specialized Equipment or Furniture ❶

☐ Refocus ❶   ☐ Specified Area/Preferential Seating ❶

☐ Scratch/Blank Paper ❶   ☐ Whiteboard/Assistive Devices ❶

Non-Embedded Designated Supports

☐ Amplification/Assistive Listening Devices ❶   ☐ Separate Setting ❶

☐ Bilingual Dictionary ❶

DOE Approval Needed Supports

☐ Large Print ❶   ☐ Medical Supports ❶

☐ Human Interpreter - Native Language ❶   ☐ Scribe - Injury ❶

☐ Human Interpreter - Visual Communication ❶   ☐ Unique Accommodation ❶

☐ Human Read Aloud ❶   ☐ Human Scribe ❶

6.2 Creation of Online Test Sessions

6.2.1 Auto Creation of Test Sessions

Student data will load into PearsonAccess[next] each night. Once loaded, students will automatically be added to a test session. Students can be moved to an alternate test session, if desired. **Note: Test sessions do not carry over between Social Studies Through Year administration windows. You can expect new sessions to be created before the start of each window.**

One test session per grade and school will be auto-created. Auto-created sessions are considered "main" sessions, which include different test forms for students with accommodations, except for those students approved for Braille or paper.

Note: All student information comes from the student data loaded by the DOE. There is no manual student data entered in PearsonAccess[next].

6.2.2 Manual Creation of Test Sessions

Students can be placed into an alternate test session, if desired. For example, a test session can be created for each teacher and students moved into those sessions. Test sessions may only be created for students physically in a school or district building under the direction of a trained Test Administrator. No students may be tested in remote or home learning sessions. If you would like to break out the test sessions differently than what has been auto-created, or have student testing accommodations that require a specific session type other than the Main session, a new test session will need to be created. The specific sessions that require this are listed below. Refer to Appendices D–F for specific information about adding students to each accommodation session.

- Paper Transcription
- Braille Transcription

Before testing begins, changes can be made to sessions as needed, including adding or removing students, rescheduling start times, and other details.

Note that including a start time when you create or edit a test session is for planning purposes only. The system will not start or stop sessions automatically. Instead, Test Administrators or other designated staff will need to prepare and start the sessions as discussed in Section 6.5, "Preparing Test Sessions and Printing Test Resources," and Section 7.2.2, "Starting a Test Session and Unlocking Student Tests in PearsonAccess[next]," respectively.

Note: Standalone instructions titled Create a Test Session in PearsonAccess[next] are available under the DeSSA PearsonAccess[next] Test Administration Resources dropdown located at **http://delaware.pearsonaccessnext.com/manuals/**.

To manually create a test session, follow the steps below.

1. Select the test administration from the drop-down menu at the top of the window.
2. Go to *Testing > Sessions*, click the [Select Tasks] drop-down menu, and select Create / Edit Test Sessions.

3. Click [Start].

4. Enter the required details.
5. Add students to the session with "Find by Name or ID" or "Find by Group." Note: This step only applies if you have students that are not currently assigned to testing in a session. Typically, you would first remove students from their current session. See section 6.3 for instructions.
6. Click [Create].


6.3 Moving Students Between Online Sessions

Before you move students between online sessions, check each student's status, as described in section 7.2.3, "Monitoring a Test Session." Students cannot be moved if their student status is "Active". The Active status means that the student is currently testing or the test was not successfully exited due to a loss of network connection, loss of power, a frozen computer, etc.

To Move Students between Sessions

1. Select the test administration from the drop-down menu at the top of the window.

2. From *Testing > Students in Sessions*, search to find the student(s) you want to move, or click the down arrow next to the [Search] button to reveal and select the option to show all results. Select the students (up to 50) that you want to move to a different test session.
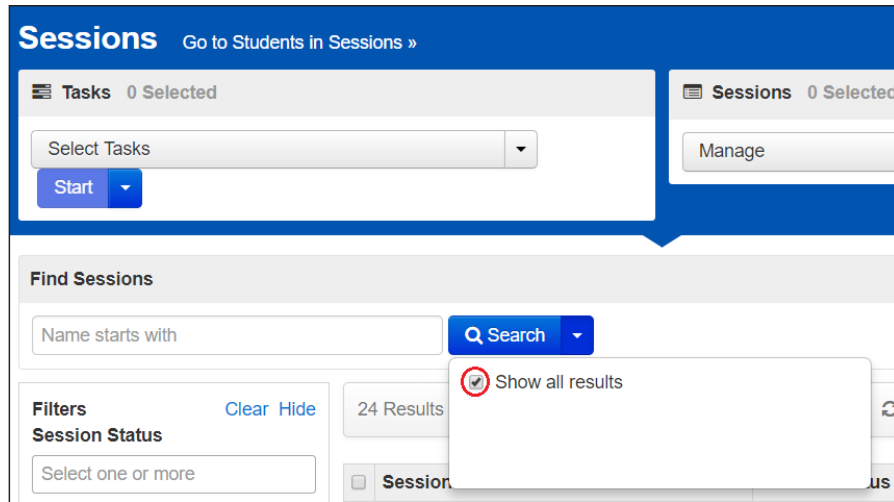
3. Open the task list and select [Move Students between Sessions].
4. Click [Start].
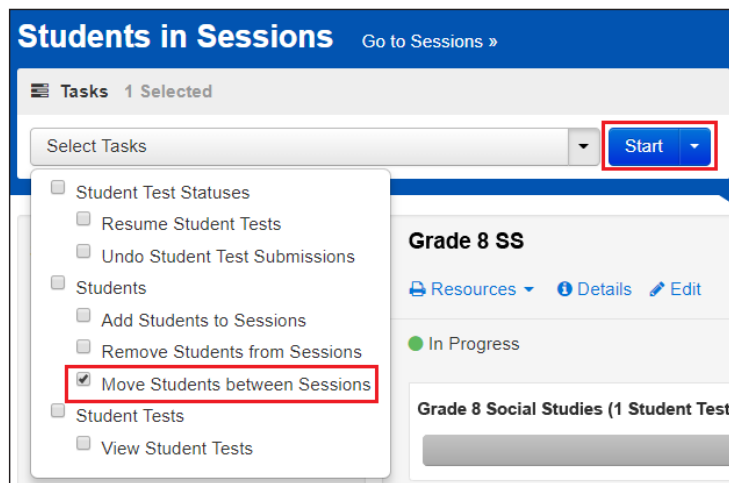
5. The currently assigned test session will already be listed on this page and marked with a shaded check. Click in the Sessions search box to select the session you want to move the student(s) to or create a new session by clicking [Create] and creating a new session. When you create a new session, you must name the test session, define the test and form to be used, and set the start date. Refer to section 6.2.2 for information about manually creating test sessions.

6. Mark the check box under the session you want to move the student(s) to.
7. Click [Move]. To confirm this was performed correctly, check to see that moved students are now listed in the correct sessions, as described in Section 6.4, "Viewing or Editing an Online Test Session."
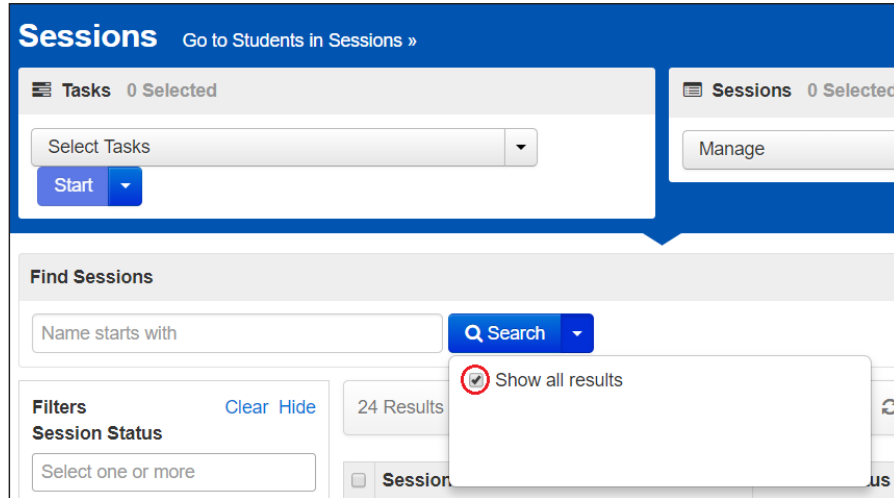
## 6.4   Viewing or Editing an Online Test Session

You can view an online test session to get information about the state of the session.

To View or Edit an Online Test Session

1. From *Testing > Sessions*, search to find the test session(s) you want to view or edit, or click the down arrow next to the [Search] button and select Show all results.

2. Select the session(s) you want to view or edit.
3. Open the task list and select Create / Edit Sessions and click [Start].
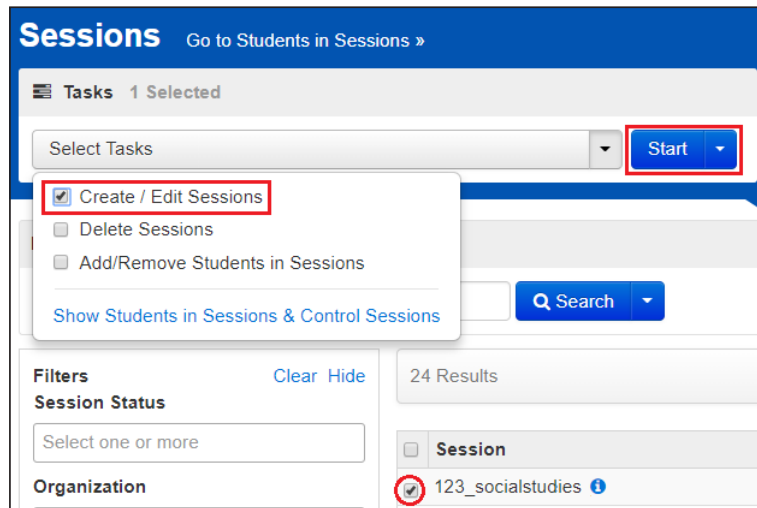
4. Select a session from the Sessions list at the left of the page.

5. View the session details. Students in the session are listed at the bottom of the screen. Make any necessary changes.
6. Click [Save].

6.5   Preparing Test Sessions and Printing Test Resources

Note: For more information, refer to Prepare a Test Session in PearsonAccess[next] under the DeSSA PearsonAccess[next] Test Administration Resources dropdown located at **http://delaware.pearsonaccessnext.com/manuals/**.

The following steps must be completed in this order before students can sign in to TestNav 8 and begin the test:

1. Ensure that students are added to a test session (covered in Section 6.2, Creation of Online Test Sessions).
2. Prepare an online test session.
3. Start an online test session. Starting a session automatically unlocks student tests.

Preparing a session assigns a test form, which will correspond to different accommodations or supports (see Appendix G about Form IDs for examples). This step should be completed about a week before testing. Users can prepare a single session or prepare multiple sessions.

Note: On the Students in Sessions screen, all students will show the TTS indicator by their details, indicating that all students are provided Text-to-Speech as a universal tool. Other indicators will be used for American Sign Language (ASL) and Spanish (S), if students have those accommodations.
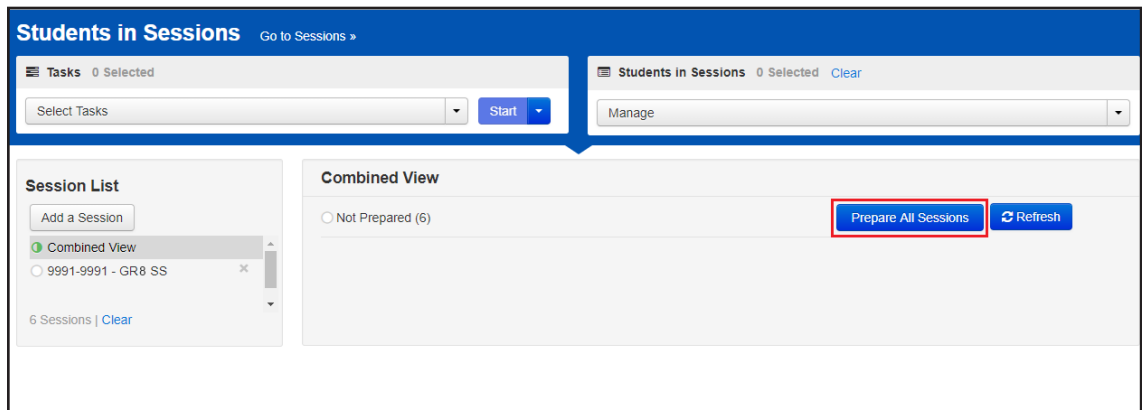
To Prepare a Single Session

1. Select the test administration from the drop-down menu at the top of the window.
2. From *Testing > Students in Sessions*, select a session from the Session List.
3. Click [Prepare Session].
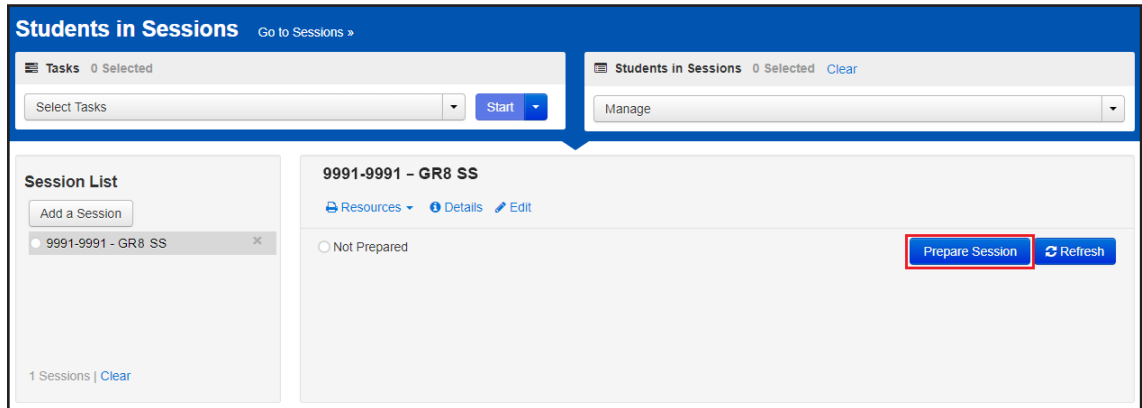
To Prepare Multiple Sessions

1. Select the test administration from the drop-down menu at the top of the window.
2. From *Testing > Students in Sessions*, select multiple sessions.
3. Click [Prepare All Sessions].

After preparing a session, users can print the session roster. The roster is a list of every student in the session.

## To Print the Session Student Roster with Session Password

Note: For more information, refer to Print Session Student Rosters in PearsonAccess[next] under the DeSSA PearsonAccess[next] Test Administration Resources dropdown located at **http://delaware.pearsonaccessnext.com/manuals/**.

1. Select the test administration from the drop-down menu at the top of the window.
2. From *Testing > Students in Sessions*, click [Add a Session].
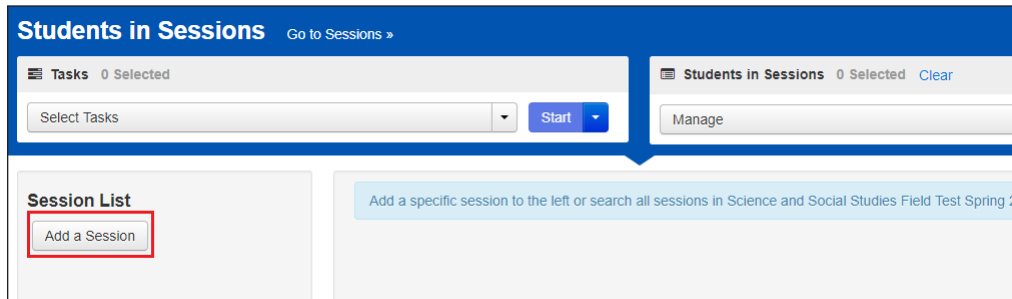
3. Search for and select a session(s).
4. Click [Add Selected].
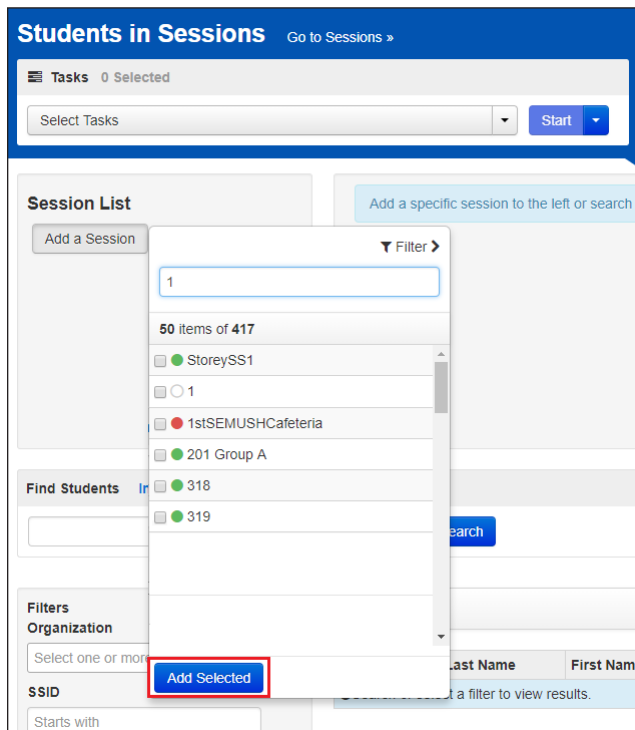
If you have trouble finding your session, go to *Testing > Sessions*, and select the test session(s) with the students' statuses you want to view. To see the listed session(s), return to *Students in Sessions*.

5. Click the Resources drop-down menu and select Session Student Roster.
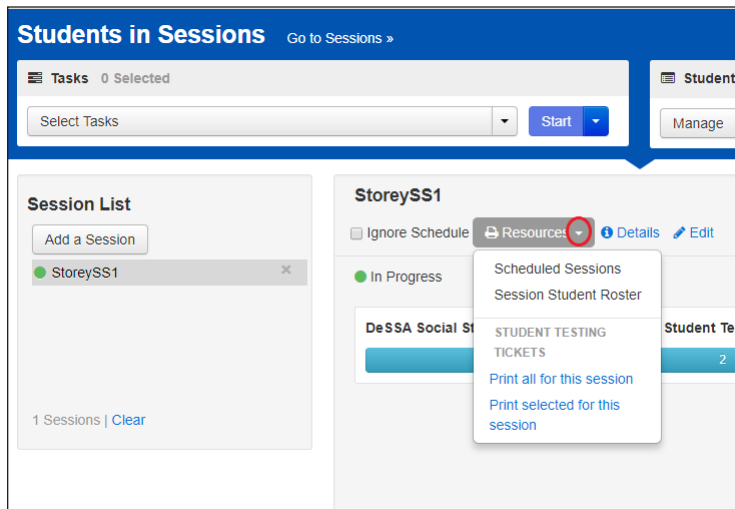
The Session Password is found on the Session Student Roster, as shown below. This page can be printed out to refer to at the beginning of testing.

6.6   Assessment Universal Tools

The DeSSA Social Studies Through Year online tests contain universal tools that are available to all students. The Universal tools are defined in Table 6-1. See Appendix C for descriptions.

Note: Accommodations and supports are also available for Grades 4, 6, and 8 (but not for the Field Test grades of 5 and 7). See Table 6.1 below for the definitions of these types.

Table 6-1: Definitions for Universal Tools, Designated Supports, and Accommodations

Type	Definition
Universal Tools	Access features of the assessments that are provided either as digitally delivered components of the test delivery platform or separate from it. Universal tools such as an answer eliminator and highlighter are available to all students based on student preference and selection. Universal tools may be embedded in TestNav or provided outside the system (non-embedded).
Designated Supports	Provide supports to English learners and general education students receiving supports and students with IEP or 504 plans. Designated Supports may be embedded in TestNav or provided outside the system (non-embedded).
Accommodations	Provide supports to students with IEPs or 504 plans and to students with disabilities who are English learners. Accommodations do not change what is being measured; instead, they ensure that a student's disability or language skills do not prevent the student from showing the knowledge and skills being measured. Accommodations may be embedded in TestNav or provided outside of the system (non-embedded).

Note that all paper or Braille-based accommodations must be set only by the DDOE state user role. For assistance with setting one of the restricted accommodations, please contact Michelle Jackson at **michelle.jackson@doe.k12.de.us**. For information and resources on the accessibility supports, join the Accessibility Guidelines Schoology group and contact Michelle Jackson.

6.7   Preparing Students for Testing

6.7.1 DeSSA Social Studies Practice Tests

The DeSSA Social Studies practice tests (available at **delaware.pearsonaccessnext.com/tutorial**) will familiarize students with the online testing environment and the question formats.

These practice tests are optional and separate from the required online tests; however, it is strongly recommended that students have the opportunity to access the tests so that they can learn how to use TestNav 8 before testing.

The time you spend on the practice test should take into account your students' needs and familiarity with computers. Also, students should be administered the practice test prior to testing. Do not plan to complete the practice test and the online test on the same day.

6.7.2 DOE Test Security for Students

Test Administrators must show the appropriate Student Test Security video before the first administration of the Social Studies Through Year tests. It is required for all students to view the video at least once each school year, and recommended to view before each of the Through Year administrations. The video should not be shown at the start of a test session.

The test security videos can be accessed at the links below.

- DOE Test Security for Student Elementary: **https://youtu.be/UmMgazwnd7U**
- DOE Test Security for Students Elementary SPANISH: **https://youtu.be/P-B-KCtiXvw**
- DOE Test Security for Students Grades 6-8: **https://youtu.be/eoICnxYll2k**

6.7.3 Instructions for Test Day

In order to best prepare students for testing, provide them with the following instructions as applicable:

- Remind students to take their time; this is not a timed test.
- Remind students to read every question carefully and try their best on every question before proceeding. Students must answer each question in order to continue to the next question. Students can bookmark questions using the functionality in TestNav to return later for review.
- For non-multiple-choice items, students should complete each part of the item even if they don't know the full answer.
- Discourage students from randomly selecting answers to see what the test looks like. Note: If students preview the entire test and then take a break longer than 20 minutes, they cannot go back to the start of the test or before the last screen they were on when they exited.
- Remind students to return to bookmarked items quickly rather than wait for the end of the test. Best practice is to return to items within 4–6 questions before moving to the next item cluster or source.
- Students should use the highlighter tool and other TestNav tools as needed.

■ Remind students that if they choose to use the TTS functionality, the **Play** button will read the entire item and textual sources from the beginning. If they'd like to hear a specific portion of text, they must highlight the text that they want to hear.

■ Students should use their scratch paper to take notes and work through multi-step questions.

■ Remind students to do a last check before they submit their test.

■ Students should be well rested and have a good breakfast the day of testing. A relaxed and confident attitude is the goal when testing.

> It is highly recommended that all students complete the practice test before testing. This will help students become familiar with TestNav 8 and its tools.

6.7.4 Overview of Assessment Item Types

The DeSSA assessments for Social Studies Through Year include the following item types:

- Selected-response items: The student selects an answer option by clicking anywhere on the answer choice.

- Technology-enhanced items: The student interacts with the item by performing functions such as sequencing information, dragging content boxes, selecting hot text or hot spots, and making multiple selections using radio buttons.

7.0 During Test Administration

Follow the dates in Table 3-3 and other dates given to you by your district and school coordinators. Use the checklist below to ensure you complete all necessary tasks during test administration. Detailed instructions for each step are included in this manual.

Test Administrator Checklist: During Test Administration

- ❑ Establish and maintain appropriate testing conditions
- ❑ Start and monitor test sessions
- ❑ Lock students' tests and stop test sessions (optional)

7.1 Establishing Appropriate Testing Conditions

The STCs and TAs will need to work together to determine the most appropriate testing option(s) and testing environment based on the number of computers available, the number of students in each tested grade, and the average time needed to complete each test. Having fewer students enrolled in a test session is more manageable for a Test Administrator. Specifically, establishing smaller groups lessens test fear and anxiety for the students, lessens visibility of student responses due to proximity, and facilitates monitoring and control for the Test Administrator.

The test administration should be conducted according to the requirements listed in Table 7-1 to promote optimal testing conditions.

Table 7-1: Requirements of the Test Environment

Requirement	Description
Before Testing	
Instructional materials must be removed or covered.	All instructional materials, regardless of content, must be removed or covered, including but not limited to: ■ Information displayed on bulletin boards, chalkboards, or dry-erase boards ■ Charts such as wall charts that contain literary definitions, maps, mathematic formulas, etc. ■ Other surfaces that might assist students in answering questions
Student seating must be spaced.	Students must be seated so there is enough space between them to minimize opportunities to look at each other's work, or they should be provided with tabletop partitions.
A Do Not Disturb sign must be posted.	Place a "Testing—Do Not Disturb" sign on the door or post signs in halls and entrances rerouting hallway traffic in order to promote optimum testing conditions.
During Testing	
A quiet environment is required.	Provide a quiet environment devoid of talking or other distractions that might interfere with a student's ability to concentrate or compromise the testing situation.
Students must be supervised.	Students are actively supervised during the entire administration process.

Requirement	Description
Access to electronic devices is not permitted during the test session.	Students are prohibited from having unauthorized electronic devices that allow access to outside information, communication among students, or photographing or copying of test content. This includes but is not limited to: cell phones, personal digital assistants (PDAs), iPods, cameras, and electronic translation devices. Please refer to the *DeSSA Test Security Manual* on the DOE's website at **https://www.doe.k12.de.us/domain/111**.
Students must have access only to allowable resources during the test session.	Students must have access to and use of only those allowable resources identified for DeSSA assessments that are permitted for each specific assessment (or portion of an assessment). See Table 4-1.
Only students who are testing can have access to assessments during the test session.	Only students who are testing can observe assessment items. Students who are not being tested and unauthorized staff must not be in the room where a test is being administered. Trained TAs may also have limited exposure to assessment items in the course of properly administering the assessment; however, even TAs and other staff may not actively review or analyze any assessment items.
No answer key may be developed.	No form or type of answer key may be developed for test items.
Testing is permitted only through TestNav 8.	Administration of the DeSSA Assessment is permitted only through downloadable TestNav 8.
During and After Testing	
Making copies of test materials is not permitted.	No copies of the test items, stimuli, passages, maps, or other portions of the tests may be made or otherwise retained.
Test materials must not be recorded or released by any method.	No digital, electronic, or manual device may be used to record or retain an item, source, or prompt. Similarly, these materials must not be discussed with or released to anyone via any media, including fax, e-mail, social media websites, etc.
Retaining, discussing, or releasing test materials is not permitted.	Descriptions of test items, stimuli, sources, or writing prompts must not be retained, discussed, or released to anyone.
Reviewing, discussing, or analyzing test materials is not permitted.	Staff and TAs may not review, discuss, or analyze test items, stimuli, and reading passages, including before, during, or after testing.
After Testing	
No test materials can be used for instruction.	Test items, stimuli, and sources, must not be used for instruction.
Scratch paper must be disposed of securely.	Refer to the *DeSSA Test Security Manual* on the DOE's website at **https://www.doe.k12.de.us/domain/111**.

Establish procedures to maintain a quiet testing environment throughout the testing session, recognizing that some students will finish more quickly than others. Review the After Testing suggestions in Appendix B and adopt a school policy. If students are allowed to leave the testing room when they finish, explain the procedures for leaving without disrupting others and where they are expected to report once they leave. If students are expected to remain in the testing room until the end of the session, instruct them on what activities they may do after they finish the test.

The online tests are NOT timed, and students may begin a computer session and complete it at another time. *All testing must take place during the designated testing window. It is not good testing practice to allow an excessive amount of time to pass between beginning a test and completing it.*

7.2 How to Run a Test Session

7.2.1 General Information and Policies

Use the following information and the scripts from Appendix A to manage test sessions. Please refer to PearsonAccess^next Online Support for instructions on starting sessions, unlocking tests, and managing test sessions. To ensure that all students are tested under the same conditions, the TA should adhere strictly to the script for administering the test. When asked, the TA should answer questions raised by students but should never help the class or individual students with specific test items. **No test items can be read to any student for any content area unless specified as an accommodation.**

The TA should try to maintain a natural classroom atmosphere during the test administration. Before each test begins, encourage students to do their best.

Appendix A: Directions for Administration (Printable Version) may be printed and used during a test session. It contains the scripts to read during the session.

Appendix B: What to Do When—During and After Testing describes various situations that may arise during and after test administration and what TAs should do to address each situation. This document can be printed, copied, and used when administering a student test.

7.2.2 Starting a Test Session and Unlocking Student Tests in PearsonAccess^next

Before a student can take a test in TestNav 8, STCs or TAs must complete the following tasks in order in PearsonAccess^next:

1. Ensure that students are added to a test session (covered in Section 6.2, "Creation of Online Test Sessions"). NOTE: If a student is taking an accommodated test, ensure the correct form is assigned. See Appendices D–F for more details.
2. Prepare an online test session.
3. Start an online test session. Starting a session automatically unlocks student tests.

Steps 1 and 2 are completed prior to testing. Step 3 is completed during online testing.

Test sessions for each subject and grade are automatically created when DDOE's student data is uploaded to PearsonAccess[next], except for paper and braille test sessions. These accommodated test sessions are created by the STC, or by a Test Administrator if so directed, before testing begins. Refer to Section 6.2, "Creation of Online Test Sessions." After being created, a test session must be started and unlocked before any students can sign in to TestNav 8 and begin the test.

To Start a Test Session

1. Select the test administration from the drop-down menu at the top of the window.
2. Go to *Testing > Students in Sessions*.
3. Add the applicable test session(s) to the Session List on the left. Click [Refresh] to update the data displayed.

4. Click a session to select it in the list. If you have trouble finding your session, go to *Testing > Sessions* and select the test session(s). Return to *Students in Sessions* and the session(s) will already be listed.

5. Click [Start Session].

To Unlock Individual Student Tests in a Session

1. Select the test administration from the drop-down menu at the top of the window.
2. Go to *Testing > Students in Sessions*.
3. Click the correct session in the Session List.
4. Locked students appear with a lock symbol next to "Ready" in the "Student Test Status" column. To unlock the test, click the drop-down menu in the "Student Test Status" column and select "Unlock."

Mixed Test Status

Sessions with students in both Locked and Unlocked statuses have a "Mixed" label next to the lock/ unlock slider. You can select Unlock All or Lock All from the Mixed drop-down menu to make the test available or unavailable to all students within that session.

Once the tests are unlocked, use the directions provided in Appendix A to lead students through the sign-in process in TestNav 8.

7.2.3 Monitoring a Test Session

After a test session is started, students' tests have been unlocked in PearsonAccess[next], and students sign in to TestNav 8, the Test Administrator can monitor the status of all students in the session via the *Students in Sessions* screen. Table 7-2 on page 33 describes the possible statuses of students' tests.

To View Student Test Statuses

1. Select the test administration from the drop-down menu at the top of the window.
2. From *Testing > Students in Sessions*, add test session(s) to the Session List on the left of the page. NOTE: If you have trouble finding your session, go to *Testing > Sessions*, and select the test session(s) that contain the students whose statuses you want to view. Return to *Students in Sessions* and the session(s) will be listed.
3. Click a session to select it from the list. Then click [Add Selected].
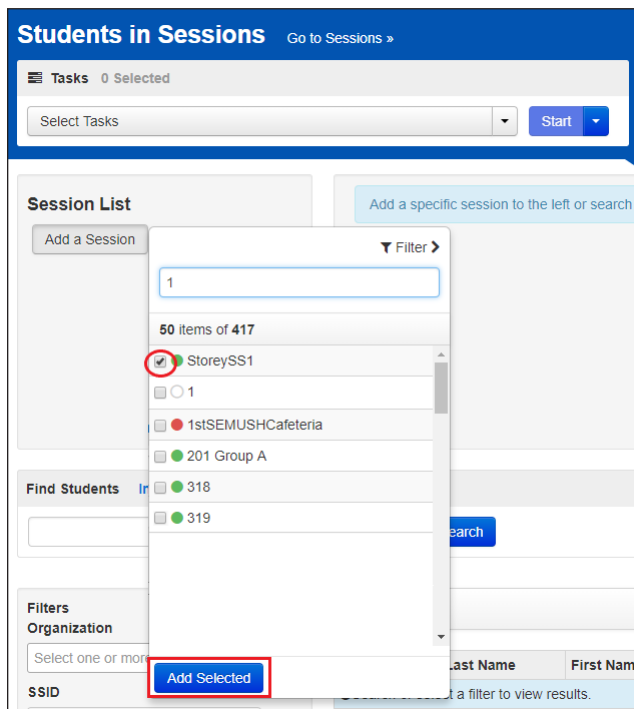
4. Click [Refresh] to update the data displayed.
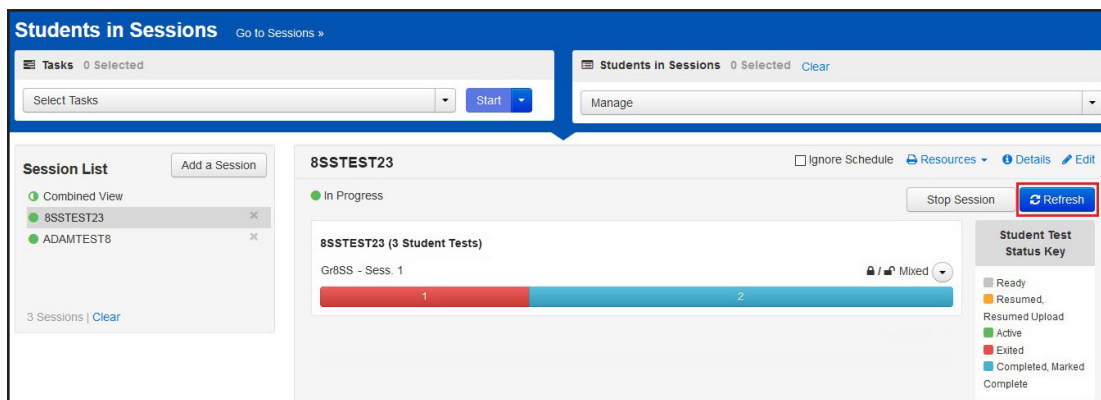
5. Search to find the student(s) whose status you want to view, or click the down arrow next to the [Search] button and select [Show all results]. You can change the Find Students setting to show only students in your currently selected session or in all available sessions.
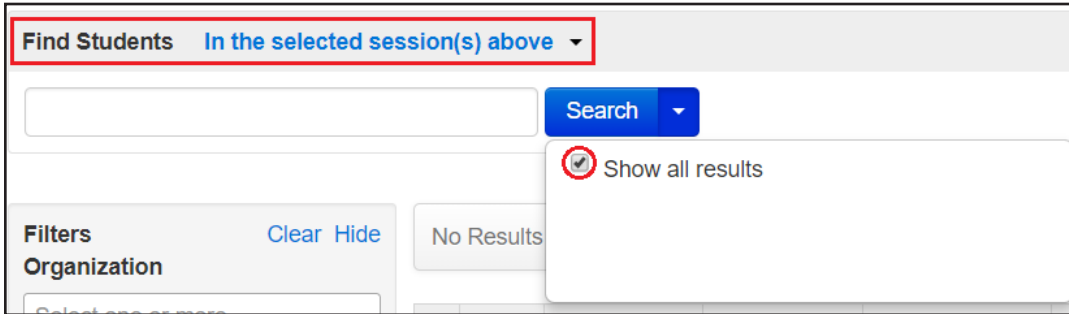
To view detailed information about that student's test and item progress, click the student test status in the Student Test Status Column.

Once students have started their tests, the Test Administrator should circulate through the room to ensure that all conditions of test security are maintained. If the Test Administrator witnesses or suspects the possibility of a test security incident, he or she should immediately contact the STC and DTC in accordance with the security guidance provided in the *DeSSA Test Security Manual* on the DOE's website at **https://www.doe.k12.de.us/domain/111**.

Table 7-2: Student Testing Status in PearsonAccess[next]

Status	Explanation
Ready	The student has not yet started the test.
Active	The student has logged in and started the test.
Exited	The student has exited TestNav 8 but has not submitted the answers. (Student cannot resume testing unless authorized by Test Administrator.)
Resumed	The student has been authorized to resume the test.
Resumed Upload	The student has been authorized to resume the test, and any responses saved locally can be uploaded when the student is ready to continue testing. The student will be prompted by the system to get assistance from the Test Administrator to upload saved responses.
Completed	The test has been submitted by the student through TestNav 8 and the data has been processed.

If a student exits the test before completing it, the TA will need to determine whether the student is eligible to resume the test. If so, the administrator must manually resume the test in PearsonAccess[next]. See Section 7.2.4, Exiting and Resuming a Student's Test, for instructions for resuming a test.

If the Test Administrator notices that a student is off task, the TA may say the following statement to the student, verbatim, to keep him or her focused.

> **SAY:** It is important that you do your best. Do you need to pause the test and take a break?

If a student asks for assistance either in answering an item or manipulating an item type, the Test Administrator should gently remind the student that he or she cannot help answer items. The Test Administrator may also remind the student to reread the instructions for that item.

> **SAY:** I can't help with the test. Try to do your best.

> Allowing students to complete the practice test before testing is strongly encouraged and allows them the opportunity to have exposure to all the item types.

7.2.4 Exiting and Resuming a Student's Test

If a student needs to exit TestNav 8 temporarily (for example, to take a break) before finishing the test, you or the student must complete the following steps:

1. Click the user drop-down menu in the upper right corner of the screen next to the student's name.
2. Select "Sign out of TestNav" and then click the [Save and Return Later] button.

Exiting TestNav 8 does **NOT** send students' tests for scoring. Exiting the test is for student breaks or if a student must be moved to another location. If a student has exited a test, the Test Administrator must resume the test in PearsonAccess^next before the student can continue testing. To resume a student's test, the Test Administrator must find the test in PearsonAccess^next and manually resume the test following the steps below.

First find the student(s) whose test(s) you want to resume. Then pick an option from the two available methods (covered on p. 35–36) to resume, following these navigational steps for both methods:

1. Select the test administration from the drop-down menu at the top of the window.
2. From *Testing > Students in Sessions*, add test session(s) to the Session List on the left of the page. If you have trouble finding your session, go to *Testing > Sessions*, and select the test session(s) that contain the students whose statuses you want to view. Return to *Students in Sessions* and the session(s) will be listed.
3. Click a session to select it from the list. Click [Refresh] to update the data displayed.
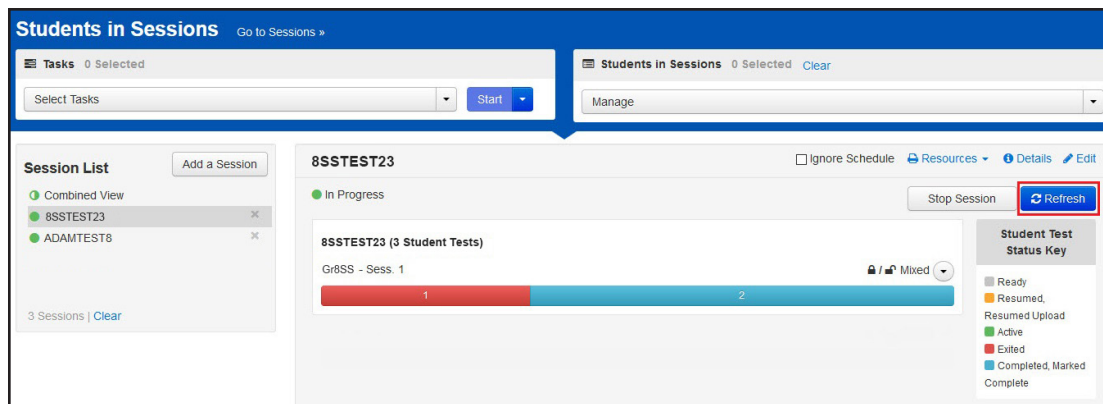
4. Search to find the student(s) whose status you want to view, or click the down arrow next to the [Search] button and select Show all results. You can change the Find Students setting to show only students in your currently selected session or in all available sessions.
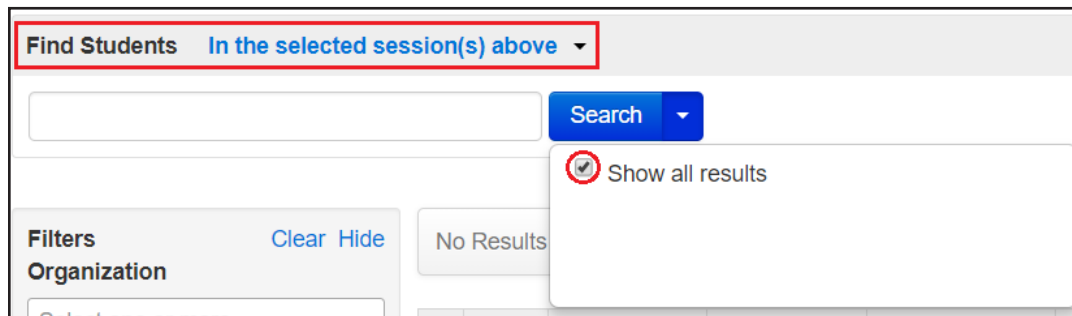
To Resume from the Drop-down Menu

This method is best when you have a small number of tests to resume.

1. Click the arrow next to the student's status.
2. Select either [Resume] or [Resume Upload]. If you select Resume Upload, TestNav will check for a saved response file (SRF) on the testing machine when the student logs back in to continue.

   If the student has answered all test items and accidentally submitted the test before reviewing their responses, contact the School Test Coordinator.
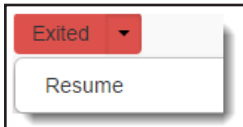
To Resume from the Task List

This method is best when you have multiple student tests to resume at the same time.

1. Select the check box next to a student record(s) to select the student(s) whose status you want to update.
2. Open the task list and select [Resume Student Tests].
3. Click [Start].

4. Select the check box next to the student(s) name in the list to confirm your selection(s) and click [Resume]. *Only students in Exited status can be resumed.*

When you resume a test using this option, the test is set to Resumed Upload. This forces TestNav to check for a saved response file (SRF) on the testing machine when the student logs back in to continue.

If a student has answered all test items and accidentally submitted the test before reviewing their responses, contact the School Test Coordinator.

7.2.5 Locking Student Tests After a Test Session

After all students in the session have completed the test and submitted their responses using the [Submit Final Answers] button in TestNav, you should lock the students' tests in PearsonAccess^next. Near the top of the session screen (above the list of students), slide the Unlock button to Lock for the session. In addition to locking the session after all assigned students have completed testing, select the Stop Session button as an optional security measure at the end of testing.

To lock an individual test in a session for a student who needs to resume testing later, complete the following steps:

1. Go to *Testing > Students in Sessions*.
2. Select an "In Progress" session in the Session List.
3. Slide the Lock icon for the student to change their testing status from Exited.

> ⛔ **Locking student tests after a session is an important security step. If a student was unable to finish the test and submit final answers, you or the student must exit TestNav and choose "Save and Return Later." Then the student's test can be locked until he or she resumes and finishes it.**

For additional information about PearsonAccess[next], refer to PearsonAccess[next] Online Support at **https://support.assessment.pearson.com/x/BYDy**. Contact your STC if you have questions about test sessions. If necessary, contact the DeSSA Help Desk at (888) 827-1089.

7.3   How to Check Testing Progress

7.3.1 Accessing the Completed Tests Report

Users can access the Completed Tests Report to view the proportion of assigned tests that have been completed. The report shows the total tests assigned, total tests completed, and total tests remaining for districts and schools. The report can also be filtered to show only a particular school and/or grade, using the filters on the left of the screen. To view the Completed Tests Report, go to *Reports > Completed Tests Report*.

7.3.2 Accessing Student Test Status

To see a list of students who have not started testing, follow these steps:

1. Go to *Testing > Student Tests*.

2. In the Filters box under Test, search for and select the test for which you'd like to see student testing information.

3. Open the Status drop-down menu, and choose the option you want to review. The options are:

    - **Assignment** This option provides a list of students who have not started testing.

    - **Testing** This option provides a list of students who are currently testing.

    - **Attempt** This option provides a list of students who have completed their test.

4. Under Type, choose Online as the test type.

7.3.3 Accessing the Service School Report

If you have students in the district who are testing at a service school outside of the district, you can run this report to identify whether these students have tested or not. To run the report, go to Reports > Operational Reports. Then choose the Students option on the left to show and select the Service School Report. On the next screen, select "Display Report."

8.0 Following Test Administration

Follow the dates in Table 3-3 and other dates given to you by your district and school coordinators. Use the checklist below to ensure you complete all necessary tasks following test administration. Detailed instructions for each step are included in this manual.

Test Administrator Checklist: Following Test Administration

❏ Collect scratch paper and any handouts used for testing

❏ Report all test security incidents

8.1 Destroying Test Materials

> ⚠ **Important**: Federal law—the Family Educational Rights and Privacy Act—prohibits the release of any student's personally identifiable information. Any printed materials must be securely stored and then shredded.

As a reminder, those test materials identified in the *DeSSA Test Security Manual* must be securely shredded immediately following each test session and may not be retained from one test session to the next.

Students cannot submit a test until they have answered all test items. However, students may exit the test at any time. If a student exits a test in TestNav before completing it, the Test Administrator must resume the test in PearsonAccess^next to allow the student to continue the test, if appropriate. See Section 7.2.4, Exiting and Resuming a Student's Test, for more information.

8.2 Reporting Test Improprieties, Irregularities, and Breaches

Throughout testing, ensure that all test security incidents are reported in accordance with the guidelines in the *DeSSA Test Security Manual* on the DOE website at **https://www.doe.k12.de.us/domain/111**.

8.3 Accessing Post-Testing Reports for Grades 4, 6, and 8

After testing, Test Administrators can access reports about student performance in Grades 4, 6, and 8, in addition to the onscreen score report students will see immediately after submitting their tests.

There are three reports:

1. Student Score - provides raw score percentage for a list of students, as well as item-level performance information for individual students. Note: This report has been updated to include columns for End of Year Scale Score and End of Year Performance Level. These new columns will appear blank until after final school year results are calculated.
2. Results by Question - provides statistics for individual questions for a range of students
3. Benchmark Summary - provides information and statistics about how a range of students have met Benchmarks for Social Studies Through Year

To access the reports, go to Reports > specific report by name

APPENDIX A

Appendix A: Directions for Administration (Printable Version)

Appendix A:
Directions for Administration—DeSSA Social Studies

Remember that the script must be followed exactly and used each time a test is administered.

Steps must be taken in PearsonAccess[next] before, during, and after the test administration. Refer to the table below for information about where in this manual to access specific information.

Task	When It's Done	Where It's Located
Starting a Test Session	Before Administering the Test	Section 7.2.2
Unlocking a Student's Test	Before Administering the Test	Section 7.2.2
Monitoring a Test Session	During the Test Administration	Section 7.2.3
Exiting a Student's Test	During the Test Administration	Section 7.2.4
Resuming a Student's Test	During the Test Administration	Section 7.2.4
Locking Student Tests	After the Test Administration	Section 7.2.5

All directions that must be read to students are indicated by the word **SAY** and are in boxes so they stand out from the regular text. Read these directions exactly as they are written, using a natural tone and manner. If you make a mistake in reading a direction, stop and say, "I made a mistake. Listen again." Then read the direction again.

The DeSSA Social Studies Through Year assessments are untimed. Allow students all the time they need to complete the tests. Students should complete these assessments within one class period.

Before students arrive in the testing room, prepare testing workstations by ensuring that all applications except TestNav 8 are closed. Launch TestNav 8 on each testing workstation. Distribute scratch paper and pencils.

If you haven't accessed it already, access the session password from PearsonAccess[next], to share this information with students. See Section 6.5 about how to access the password.

When students are seated, read aloud the following directions.

> **SAY:** Today you will take a social studies test on the computer. I will tell you how to sign in to begin the test. As I read the instructions, you follow along on the computer. If you have any questions, raise your hand and I will help you.
>
> Look at your screen. You should see the Sign In screen. Raise your hand if you do not see the Sign In screen.

Assist any students who raise their hands.

APPENDIX A

SAY: Your username is your State ID number. In the space for Username, type your State ID number now.

Write the session password on the board or post it in the testing room for students to see.

SAY: This is the password for the test. I will read it aloud for you. As I read the password, you enter it into the password field. I will repeat the password as many times as you need.

Read aloud the password for the session. Repeat several times.

SAY: Raise your hand if you need help with the password.

Assist students as needed.

SAY: Now click the [Sign In] button. The next screen is the Welcome screen. It shows your name, the name of the test, and your grade. Make sure this screen includes your name and your grade. If it does not, raise your hand.

Help any students having difficulty finding their name or grade. If the name of another student appears on the screen, exit TestNav 8 and sign the student in to the test again. If the student's name is correct but the grade is not, exit TestNav and consult your STC. When students are ready, continue.

SAY: Click the [Start] button now. Does everyone see the DeSSA Social Studies introduction screen?

Assist any students whose computers do not display this screen.

SAY: Look at the top left of the screen. Do you see the two buttons with arrows on them? Raise your hand if you do not see the buttons.

Help any students having difficulty finding the arrow buttons. You may wish to point to the buttons on the computer screen. When students are ready, continue.

SAY: Be careful when you click buttons on this test. You click the forward arrow button to go to the next question. You click the back arrow button to go back to a previous question. You must select an answer to move to the next question.

Help any students having difficulty with the arrow buttons. You may wish to review TestNav 8's other tools with students before beginning the test. To do so, skip to the script on pages 44–46 now. If you're not reviewing the other TestNav tools, continue with the **SAY** box below.

> **SAY:** You will take the rest of this test by yourself. When you take this test, pay close attention to the directions. You may raise your hand during the test if you need help with directions or with your computer. I will not be able to help you answer any test questions. If you do not know the answer to a question, choose the answer you think might be correct. The important thing is that you do your best.
>
> You may change your answer to any question at any time during the test. Just use the Review button to go back to the question.
>
> Remember, if you want to make notes as you take the test, you may use the Notepad tool on the screen or the paper and pencil that I gave you. I will collect the paper with notes after the test.
>
> You will have all the time you need to take the test. Remember to check all of your answers before you submit your test.

When students are ready, continue.

> **SAY:** When you finish the test, you will see a stop sign. Raise your hand, and I will come help you close your test. Does anyone have any questions?

Answer all questions before continuing.

> **SAY:** If there are no more questions, click the forward button and begin the test.

While students are working, move around the room to see that they are following directions. As students complete their tests, direct them to approved activities as described in Appendix B. When all students in the session have finished testing for the day, lock all tests in the session.

> ⚠ **Locking student tests after a session is an important security step. If a student was unable to finish the test and submit final answers, you or the student must exit TestNav and choose "Save and Return Later." Then the student's test can be locked until he or she resumes and finishes it. The instructions for locking a student's test are on pages 36–37 of this manual.**

To review TestNav 8's tools with students:

> **SAY:** If you want, you may use the tools at the top of your screen during the test. To use a tool, you have to turn it on by clicking the picture of the tool one time. When you are done using the tool, turn it off by clicking the picture of the tool again. Do you have any questions about how to turn the tools on and off?

Answer any questions the students have.

> **SAY:** Look at the tools at the top of the screen. The first one has a tiny picture that looks like a piece of paper with a folded corner. This is the Notepad tool. You can use the Notepad tool like scratch paper to write your ideas.

Point to this tool at the top of the screen. Assist any students having difficulty locating this tool.

> **SAY:** Now look at the tool that has an *X*. It can help you cross out one or more of the answer choices. When you want to remove the red *X*, you should click an answer again. Does everyone see this tool?

Assist any students having difficulty locating this tool. You may point to the tool on the computer screen. Students can use this tool beginning with the next screen in the test.

> **SAY:** You can mark words or sentences in a source or in a question by using the Highlighter tool. The Highlighter tool is not at the top of the screen like the other tools. Instead, you can select words or sentences you want to highlight. You will see highlighter colors appear above the words or sentences you selected. Choose the color you want to use to highlight the words or sentences you selected. Does everyone understand the Highlighter tool?

Assist any students having difficulty understanding this tool.

> **SAY:** If you want to remove the highlighting, select the highlighted words again and choose the white box with a red line through it from the options. Does everyone see how to remove the highlighting?

Assist students as needed.

> **SAY:** Now look at the top of the screen and find the [Bookmark] button. You can click the [Bookmark] button to mark a question you want to review later.

Point to the [Bookmark] button.

> **SAY:** Now find the [Review] button at the top of the screen. The [Review] button opens a menu that shows questions you have answered. It also shows if you have bookmarked a question. You can click on any question to review it.

Point to the [Review] button and assist any students having difficulty. After helping any students who need it, continue.

> **SAY:** Now look at the top right of your screen. You will see a little arrow next to your name. Click the arrow and a drop-down menu will open. Does anyone need help finding this menu?

Assist students as needed.

> **SAY:** In this menu you will see three tools, the Line Reader Mask, the Answer Masking tool, and the Magnifier tool. You can use the Line Reader Mask to read one line at a time. You can use the Answer Masking tool to hide the answers and reveal them one by one. You can use the Magnifier tool to make text and images larger.
>
> Let's try the Line Reader Mask now. Click "Show Line Reader Mask" in the menu. You should see a box open over the text on the screen. You can drag the box to move it around. Try it now. Raise your hand if you need help.

Assist students as needed.

> **SAY:** If you do not want to use the Line Reader, you can turn it off. Just click "Hide Line Reader Mask" in the menu to turn the tool off.
>
> Now let's look at the Answer Masking tool. When questions have several answer choices, you can use this tool to hide the answer choices so that you can view them one at a time. You can find this tool in the same menu as the Line Reader Mask. Click "Enable Answer Masking" in that menu. This hides the answers. To see them again, click the small eye to the right of the answer choice you want to read. You can see more than one answer by clicking more than one eye icon. Try it now. Raise your hand if you need help.

Assist students as needed.

> **SAY:** To turn off the Answer Masking tool, click "Disable Answer Masking" in the menu again.
>
> Now let's look at the Magnifier tool. Click "Enable Magnifier" in the drop-down menu. A square box will open on the screen. This box is the magnifier. Drag it over the words and images on the screen, and it will make them larger and easier to read. Try it now.

Pause while students experiment with the Magnifier tool.

> **SAY:** To turn off the Magnifier tool, click "Disable Magnifier" in the menu. Does anyone have any questions about these tools?
>
> Now let's look at the Text-to-Speech tool on the right side of the screen. This allows the text to be read aloud.
>
> You can use the feature by selecting the Play button to play from the beginning.
>
> You can also specify exactly where to start reading. You should highlight the area of text to be read aloud and then select Listen.
>
> If you use the Play button or the Listen feature, listen to the entire question or section before answering the question or press the Stop button to stop playing.

Pause while students experiment with the Text-to-Speech tool.

Answer student questions about the tools as needed. When you have completed the review of these tools, return to page 43 and continue with the **SAY** box that begins, "You will take the rest of this test by yourself."

Appendix B: What to Do When— During and After Testing

Appendix B: What to Do When—During and After Testing

During Testing

Description	What to Do
1. A student becomes sick during testing.	Exit student test in TestNav 8 and allow student to return during the testing window to finish test. Report incident to the DTC, and the DTC will submit an online incident report to the DOE Help Desk.
2. A student is removed from test session due to student misbehavior: ■ A testing behavior violation occurs. ■ A student is cheating.	Exit student test in TestNav 8 and report incident to the DTC. The DTC will report the incident to the Office of Assessment and Accountability according to the procedures in the Security Manual, and submit an online incident report to the DOE Help Desk. Enforce district policies for student misconduct.
3. A student moves out of the school before all test sessions are completed.	Student can complete testing in new district if moving within the state—no action is necessary.
4. The building experiences a fire drill, emergency situation, or extended power outage.	The TA should ensure student safety and pause the test if time permits. Testing should be continued when order is restored if time permits. If not, a new test session must be scheduled to give the students sufficient time to complete the test. Report incident to the DTC, and the DTC will submit an online incident report to the DOE Help Desk.

APPENDIX B

After Testing

When administering an untimed test, students will finish at different times. This table provides guidance on activities for students when they complete a test. If you have questions about the appropriateness of an activity, contact **Dusty Shockley** in the Office of Assessment and Accountability.

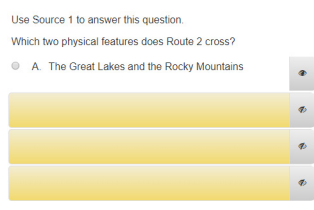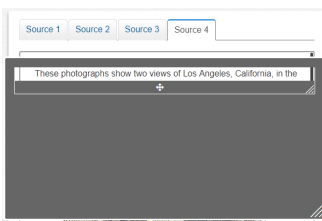| Activity	Status	Rationale
Leave the testing room and report back to regularly scheduled activity	Recommended	Students are engaged
Leave the testing room and report to pre-designated, monitored holding area, with or without a scheduled activity	Recommended	Students are engaged
Sit quietly in their seats	Allowed	This will be conducive to a quiet testing environment for others but may be difficult for some students
Read a preapproved book or pre-assigned material	Allowed	Quiet, not a major security risk
Write or draw in a journal, diary, or on any paper	Prohibited	Security risk that students may transmit item content
Complete school assignments, even for content not related to the tested subject	Prohibited	Security risk with other students still testing
Use an electronic device for any reason	Prohibited	Electronic devices are not allowed in the testing room Security risk that students may transmit item content
Talk or signal to other students	Prohibited	Too distracting to other students and security risk
Move about the testing room	Prohibited	Too distracting to other students

APPENDIX B

APPENDIX C

Appendix C:
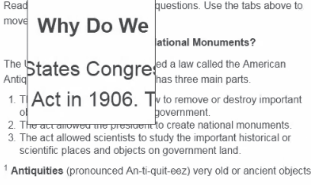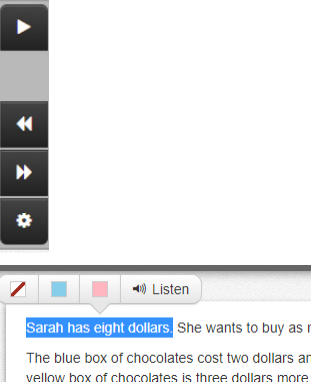# Universal Tools, Designated Supports, and Accommodations

A number of universal tools are available to students for the DeSSA Social Studies Through Year assessments. Some tools will be embedded in TestNav 8. Others will be available outside of the testing software. These tools are described in the following tables.

In addition, designated supports and accommodations are available for the Grade 4, 6, and 8 tests (but not for the Field Test in Grades 5 and 7). Supports and accommodations are either embedded in TestNav 8, or available outside of the software. All supports and accommodations are described in the corresponding tables in this Appendix.

Universal Tools—Embedded[1]

Universal Tool	Location	Description
Answer Eliminator	TestNav 8 Toolbar	Students can visually eliminate (with a red X) one or more answers.
Answer Masking	User Drop-down Menu	Students can visually mask answers and reveal one or more answers at a time by clicking an eye icon. Available for multiple-choice and multiple-select items only.
Highlighter	Activated by selecting text and color	Students can select a word or group of words to turn on the highlighter tool and highlight text. Color choices differ depending on background and foreground color.
Line Reader Mask	User Drop-down Menu	Students can mask an item and reveal portions of the item through an adjustable window.

[1]Ensure that the Text-to-Speech function is not actively running before using these tools. For example, if the select-to-hear function is being used, a student cannot use the answer-masking tool.

Universal Tool	Location	Description
Magnifier Read ... questions. Use the tabs above to move ... **Why Do We** ... **ational Monuments?** The ... **States Congre**... ed a law called the American Antiq... **Act in 1906. T**... has three main parts. 1. T... v to remove or destroy important of ... government. 2. The act allowed the president to create national monuments. 3. The act allowed scientists to study the important historical or scientific places and objects on government land. ¹ **Antiquities** (pronounced An-ti-quit-eez) very old or ancient objects	User Drop-down Menu	Allows a student to see a closer image of part of an item. Students can select "Enable Magnifier" to open a square tool that magnifies text when dragged over it.
Notepad Notepad x I can use the notepad to take notes during my test.	TestNav 8 Toolbar	Students can type notes while testing. A maximum of 5000 characters may be entered.
Text-to-Speech—Text Only² ▶ ◀◀ ▶▶ ⚙ ✎ ▮ ▮ ◀)) Listen Sarah has eight dollars. She wants to buy as r The blue box of chocolates cost two dollars an yellow box of chocolates is three dollars more	Right side of window	Students can hear the text of items and stimuli/passages read aloud through embedded text-to-speech software. Students can use the feature by selecting the Play button to play from the beginning and the rewind and fast forward buttons to navigate to another part of the text. Alternatively, students can use the Select to Hear function, which allows students to hear a specific section of text read aloud. To activate Select to Hear, students simply highlight the text that they would like to hear and select Listen.

²Text-to-Speech—Text Only will be available on all forms except for Spanish, American Sign Language, Paper, and Braille.

APPENDIX C

Universal Tools—Non-Embedded

Universal Tool	Description
Familiar Test Administrator	Students may be assigned to a specific test session to have a familiar Test Administrator and/or interpreter. The student must have been working with that individual throughout the school year.
Frequent Breaks	The term "Frequent breaks" refers to multiple, planned, short breaks during testing based on a specific student's needs (for example, the student fatigues easily). During each break, the testing clock is stopped.
Refocus	Test Administrators are permitted to refocus student's attention to the test with use of intermittent verbal, picture symbol, signed, cued speech, or physical prompts. Refocus should not in any way cue a student to a previous item or indicate that the student may have made an error. This would be considered a test security violation.
Small Group	A small group is a subset of a larger testing group assessed in a separate location, and should consist of no more than 8 students. The students must be instructed in a small group setting during the school year. A "group" of one also is permissible. Small groups may be appropriate for human read–aloud, translated test administration, WhisperPhone®, or to reduce distractors for some students.
Specialized Equipment or Furniture	Students may use specialized equipment, furniture, and electronic devices that do not have access to WIFI. Use of special chairs, slantboards, reading guides, etc., does not require DOE approval. Low vision electronic devices, such as a Visio, do not need DOE approval as they do not access the Internet. Use of specialized electronic equipment such as a cell phone or other devices that access WIFI should be submitted as Unique Accommodation requests to DOE for approval.
Specified Area/Preferential Seating	Student is seated or placed in a location that is most beneficial for learning and assessment. Select this option to provide students with preferential seating or a specific area in the room for testing.
Whiteboard/Assistive Devices	A whiteboard may be used as scratch paper. As long as the construct being measured is not impacted, assistive technology devices, including low-tech assistive technology are permitted to make notes, including the use of digital graph paper. The assistive technology device needs to be familiar to the student and/or consistent with the child's IEP or 504 plan. Access to the Internet must be disabled on assistive technology devices. All notes on whiteboards or assistive technology devices must be erased at the end of the session.

APPENDIX C

Design Supports—Embedded

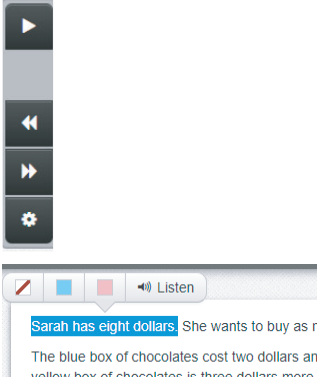| Designated Support	Location	Description
Enhanced Mouse Pointer	Test Administrator must activate the tool before testing starts by selecting the dropdown in PearsonAccess[next].	Students can use a different size and color of the mouse pointer.
Enhanced Zoom Magnification	Test Administrator must activate the tool before testing starts, and select the desired magnification percentage from the dropdown in PearsonAccess[next].	Students can use an initial greater magnification for the TestNav tool. The magnification percentage cannot be changed during testing. Available magnification percentages in PNP: 100, 110, 120, 150, 175, and 200.
Spanish	This support is activated in PearsonAccess[next] and will be active when the student logs in to TestNav 8.	Students can listen to an item translated from English into Spanish. The user interface of TestNav 8 will remain in English.
Translation of key terms	This support is activated in PearsonAccess[next] and will be active when the student logs in to TestNav 8.	Students can click on key terms to read translations in Arabic, Haitian Creole, Korean, or Mandarin Chinese as specified on the student's test tab in PearsonAccess[next].

Design Supports—Non-Embedded

Designated Support	Description
Amplification/Assistive Listening Devices	Students may use amplification assistive technology (e.g., headphones, FM System, noise buffers, white noise machines) to increase the volume provided in the assessment platform. Use of this resource likely requires a separate setting. If the device has additional features that may compromise the validity of the test (e.g., internet access), the additional functionality must be deactivated to maintain test security.
Bilingual Dictionary	For students whose primary language is not English and who use dual language supports in the classroom, use of a bilingual/dual language word-to-word dictionary may be appropriate.
Separate Setting	Test location may be altered so that student is tested in a setting different from that made available for most students. The alternate location may be an in-school setting or a non-school setting.

Accommodations—Embedded

Accommodation	Location	Description
American Sign Language	Right side of screen	Students can view a video in which a person translates the item text to ASL. Students can view a video multiple times. The video window can also be moved around the screen.

APPENDIX C

Accommodation	Location	Description
Test-to-Speech—Text and Graphics	Right side of screen	Students can hear graphics described and listen to text read aloud. Students can use the feature by selecting the play button to play from the beginning and also select the rewind and fast forward buttons to navigate to another part of the text. Alternatively, students can select the text that they would like to hear read aloud by highlighting the text and selecting Listen.

Accommodations—Non-Embedded

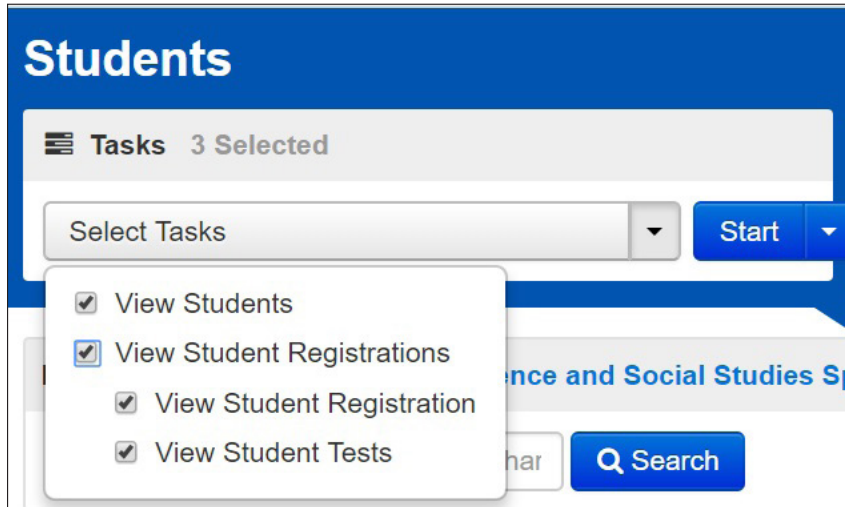| Accommodation	Description
The following accommodations require DOE approval:	
Braille	Students can take the test on a contracted Braille version of the paper form. UEB is produced for DeSSA Social Studies.
Paper/Pencil Transcription	Students taking paper-based forms will need to have their work transcribed into an online form by the Test Administrator. See Appendix F for more information.
Human Interpreter—Native Language	Provide a native language translator to translate **test questions (including multiple-choice options)** into native language. Instructor may determine that the translator must translate all items or only items requested by student. Native language translator **must** be proficient in the native language.
Human Interpreter—Visual Communication	An adult with the necessary qualifications may provide translation/interpretation of the test using cued speech or signed English to a student with disabilities (IEP or 504). This support must be approved by DOE.
Human Read Aloud	Text is read aloud to the student by a trained and qualified human reader who follows the administration guidelines provided in the Read Aloud Protocol. All or portions of the content may be read aloud. This accommodation must be provided in a 1:1 setting. DOE approval required.
Human Scribe	Students dictate their responses to a human who records verbatim what they dictate. The scribe must be trained and qualified and must follow the administration guidelines. DOE approval required.
Large Print	Large Print paper forms are available to students with visual impairments.

APPENDIX C

Accommodation	Description
Medical Supports	Students may have access to an electronic device for medical purposes. (e.g., Glucose Monitor). The device may include a cell phone and should only support the student during the test session. Device settings must restrict access to other applications, or the Test Administrator must closely monitor the use of the device to maintain test security. The use of electronic devices may require a separate setting to avoid distracting other test takers and to ensure test security. Complete a Unique Accommodations request form. DOE Approval Required.
Scribe—Injury	Students dictate their responses to a human who records verbatim what they dictate. The scribe must be trained and qualified, and must follow administration guidelines. Scribe—Injury requires approval from the Department of Education.
Unique Accommodations	A unique accommodation is a support or accommodation that is not listed in the DeSSA Accessibility Descriptions. Unique accommodations require Department of Education approval.

APPENDIX C

Appendix D: American Sign Language (ASL), Spanish, and Translation of Key Terms

These steps will assign a Grades 4, 6, or 8 Social Studies student to the correct test session for either the ASL (American Sign Language), Spanish, or Keyword Translation accommodation.

1. From *Setup > Students*, select the Select Tasks dropdown and click the checkboxes next to the appropriate task(s).

2. Select the View Student Tests tab. It is under this tab that you can make edits to a student's accommodations.

Main Test Session
☐ American Sign Language ⓘ

Spanish ⓘ   **Translation of Key Terms Language** ⓘ

[dropdown ⌄]   [dropdown ⌄]

☑ Text-to-Speech Text Only ⓘ   ☐ Text-to-Speech Text and Graphics ⓘ

Paper Transcription Test Session
Note: All orders for these accommodations must be appoved by the state. Please contact DDOE

☐ Paper-Pencil ⓘ

Braille Transcription Test Session
Note: All orders for these accommodations must be appoved by the state. Please contact DDOE

☐ Braille ⓘ

Designated Embedded Supports

Alternate Mouse Pointer ⓘ   **Magnification Percentage** ⓘ

[dropdown ⌄]   [dropdown ⌄]

Non-Embedded Universal Supports

☐ Familiar Test Administrator ⓘ   ☐ Small Group ⓘ

☐ Frequent Breaks ⓘ   ☐ Specialized Equipment or Furniture ⓘ

☐ Refocus ⓘ   ☐ Specified Area/Preferential Seating ⓘ

☐ Scratch/Blank Paper ⓘ   ☐ Whiteboard/Assistive Devices ⓘ

Non-Embedded Designated Supports

☐ Amplification/Assistive Listening Devices ⓘ   ☐ Separate Setting ⓘ

☐ Bilingual Dictionary ⓘ

DOE Approval Needed Supports

☐ Large Print ⓘ   ☐ Medical Supports ⓘ

☐ Human Interpreter - Native Language ⓘ   ☐ Scribe - Injury ⓘ

☐ Human Interpreter - Visual Communication ⓘ   ☐ Unique Accommodation ⓘ

☐ Human Read Aloud ⓘ   ☐ Human Scribe ⓘ

APPENDIX D

3. For ASL or Spanish, uncheck the box next to Text-to-Speech Text Only. Keep the box checked for Keyword Translation.

4. Next, make the appropriate choice for which accommodation the student needs.
   - For ASL, select the checkbox next to American Sign Language.
   - For Spanish, select the dropdown under Spanish.
   - For Keyword Translation, select the correct language in the dropdown under Translation of Key Terms Language.

   Then select [Save].

5. For ASL and Spanish, accommodation indicators will be available on the Students in Sessions screen, next to the SSID. Check that it says either "ASL" or "S" next to the SSID to ensure that the student is in the correct session. Note: There is no indicator for Keyword Translation.

APPENDIX D

6. Optional: Another way to ensure that the student is in the correct session is to check the Form ID. For a list of all Form IDs, see Appendix G.

APPENDIX E

Appendix E:
Paper Administrations

Appendix E:
Paper Administrations—
DeSSA Social Studies Grades 4, 6, and 8

Introduction

Paper-based (and braille-based) administrations of the DeSSA Social Studies Through Year assessments are available for Grades 4, 6, and 8 students whose IEP or Section 504 plan specifies this accommodation. All other students must take the online version of the assessments. The assessment windows for paper and braille testing are the same as for online testing—refer to page v for the window dates. **Testing must be completed and Test Administrators must transcribe student responses into PearsonAccess^next by the close of the assessment window. Refer to the instructions in Appendix F.**

Note that although some students will test on paper or braille, most administrative tasks completed prior to and after testing are still completed in the online system. These tasks include:

- Submission and confirmation of student data
- Creating online test sessions
- Assigning students to test sessions
- Managing test sessions (editing a test session, moving students between sessions)
- Printing the session roster

For paper and braille tests, the Test Administrator has the additional tasks of:

- Transcribing student responses into TestNav 8 after testing is completed
- Returning test materials to the STC

Note: Throughout the rest of this Appendix, "paper" refers to both paper and braille-based accommodations. The two types of accommodations are discussed separately in Appendix F.

> Students may take a test in only one mode. Students may not, for example, begin a test online and continue the test with the paper version. Always verify a student's accommodations before testing begins to ensure that the student is taking the test in the correct mode.

Students may use only No. 2 pencils with erasers when taking the paper version of the tests.

Assessment Materials for the Paper Tests

District Test Coordinators must order materials for students who are taking the paper test. Paper copies of this Test Administration Manual can also be ordered. These orders can be placed during the Additional Orders Window from October 2, 2023 to May 30, 2024. Orders must be placed in PearsonAccess^next. Note: The Additional Orders Window will stay open between the testing windows.

Materials Available to Order

- *Online Through Year Administration Manual for DeSSA Social Studies*
- Grades 4, 6, and 8 Social Studies test books
- Grades 4, 6, and 8 Social Studies Braille Test Book Kits

- UPS return labels
- Pearson return labels

To Create an Order for Additional Materials

Before placing an order, District Test Coordinators should confirm the needed items and quantities with the School Test Coordinators.

1. Select the test administration from the drop-down menu at the top right of the window.

2. Confirm that the organization, to the right of the test administration, is set to your district.

3. Go to *Setup > Orders & Shipment Tracking*.
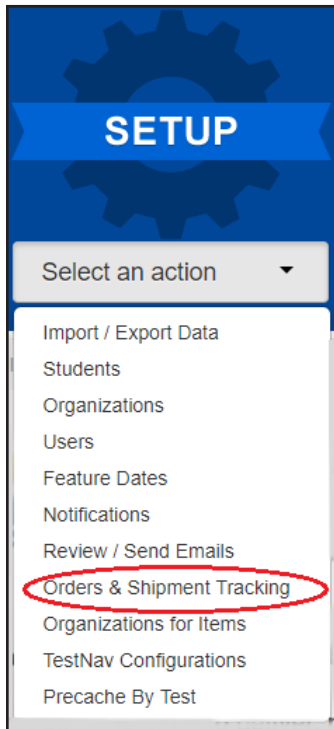
4. Open the task list, select Create / Edit Orders, and click [Start].
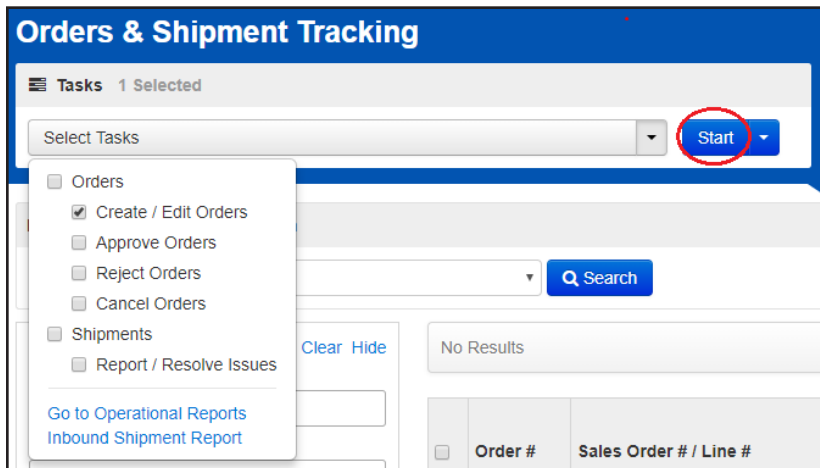
5. If a new order form doesn't display, click [Create Additional Order] on the left.

6. Enter *Date Needed*, *Reason*, *Phone*, and any *Special Instructions*. If you need to start the form over at any time, click [Reset].

7. Under Materials Order, click [Add Items].

8. Enter the required quantity of each item and click [Save]. If there are a large number of items in the available list, use the filters above the column headings to narrow the choices. Change the selection in the Displaying drop-down menu to increase the number of lines visible.

9. When finished entering items, click [Create].

Districts will receive materials approximately 5 business days after placing their orders, unless a later date is specified. When the materials are received, District Test Coordinators must verify the shipment by checking actual materials received against the packing list.

Distributing Materials

District Test Coordinators must distribute materials to each school. School Test Coordinators will then verify quantities for their schools.

> **Note:** The boxes in which materials are received should be saved and reused to ship the materials back. All testing materials after being transcribed must be returned to the DTC for shipment back to Pearson.

Materials for the Paper Test Sessions

Students will need the following materials to complete the DeSSA Social Studies Grades 4, 6, and 8 paper test:

- Assessment book
- No. 2 pencil with eraser
- Scratch paper

Test Administrators will need the following materials to administer the paper versions of the DeSSA Social Studies Grades 4, 6, and 8 Through Year assessments:

- *Online Through Year Administration Manual for DeSSA Social Studies*
- Session roster
- Extra No. 2 pencils
- Scratch paper
- Do Not Disturb sign

Prior to Test Administration

Before administering any paper test, the Test Administrator must become familiar with this manual and complete all required trainings as described in Section 3.0, "Roles and Responsibilities in the Online Testing System." Refer to Section 6.0, "Prior to Test Administration" for instructions for tasks completed in PearsonAccess[next].

Test Administrator Checklist: Prior to Test Administration (Paper)

❑ Attend Test Administrator training

❑ Review this manual

❑ Study the administration directions

❑ Verify students' accommodations

❑ Prepare students for testing

❑ Retrieve secure test materials and verify information on the paper Student Roster

❑ Gather other materials for testing

❑ Prepare the testing space

During Test Administration

Follow the dates provided in Table 3-3 and other dates given to you by your district and school coordinators.

Test Administrator Checklist: During Test Administration (Paper)

❑ Establish and maintain appropriate testing conditions

❑ Allow time for questions before beginning the testing period

❑ Start and monitor test sessions

Following Test Administration

Follow the dates provided in Table 3-3 and other dates given to you by your district and school coordinators.

Test Administrator Checklist: Following Test Administration (Paper)

❑ Collect test materials individually from each student

❑ Destroy all scratch paper

❑ Once the student has completed testing on paper, review the student's answers to be sure you understand how they responded to each question, and make sure responses to open-ended questions are legible. If needed, ask the student to clarify which answer they intended to select. For more information about Paper Transcription, refer to Appendix F.

❑ Transcribe student responses into TestNav 8

❑ Report all test security incidents

❑ Return materials to the School Test Coordinator

Test Materials

When all testing is completed, STCs must return paper test materials to the DTC. The DTC must package and ship the test materials to Pearson according to the instructions provided in the "Returning Secure Materials for Paper Testing" memo that is received with the shipment of materials.

APPENDIX E

Directions for Administration—DeSSA Social Studies Grades 4, 6, and 8 Through Year, Paper Version

Remember that the script must be followed exactly and used each time a test is administered.

All directions that must be read to students are indicated by the word **SAY** and are in boxes so they stand out from regular text. Read these directions exactly as they are written, using a natural tone and manner. If you make a mistake in reading a direction, stop and say, "I made a mistake. Listen again." Then read the direction again.

The DeSSA Social Studies Grades 4, 6, and 8 Through Year tests are untimed. Allow students all the time they need to complete the tests.

Before students arrive in the testing room, prepare the room as described on pages 26–27 of this manual. When students are seated, read aloud the following directions. When you see text in brackets [ ], read aloud only the appropriate option in the brackets. Do not read all options.

> **SAY:** Today you will take a Grade [4/6/8] Social Studies test. Only students like you in a school building will test—no one will take it remotely. I will give each of you an assessment book, scratch paper, and a No. 2 pencil with an eraser. Do not do anything with these materials until you are instructed to do so.

Distribute assessment books, scratch paper, and pencils to students.

> **SAY:** Does everyone have an assessment book, scratch paper, and a No. 2 pencil with an eraser? Raise your hand if you did not receive any of these materials.

Distribute any missing materials to students.

> **SAY:** Look at the cover of your assessment book, but do not open it. Does the cover say Grade [4/6/8] Social Studies? Raise your hand if your book shows the wrong subject or grade.

Assist any students who raise their hands.

> **SAY:** Write your first and last name in Box 1 on the cover of your test book.

Make sure students have written their full names in the appropriate place on the front cover of their test books.

> **SAY:** Your test book contains several kinds of questions.
>
> For multiple-choice questions with one correct answer, circle the letter of the answer you choose.
>
> For multiple-select questions with more than one correct answer, circle the letter of each answer you choose.
>
> For all other kinds of questions, read the directions carefully and write your answers in your test book.
>
> You will have all the time you need to complete this test. When you see the words "Go On" at the bottom of a page, go on to the next page. When you come to the STOP sign, you have reached the end of the test. If you finish early, you may check your work. Then close your assessment book and sit quietly.
>
> Are there any questions?

Answer all questions before continuing.

> **SAY:** Turn to page 4 in your assessment book.

Confirm that students have turned to the correct page.

> **SAY:** You may begin.

While students are working, move around the room to see that students are following directions. As students complete their tests and check their work, collect their test books and scratch paper. Then direct them to approved activities as described in Appendix B.
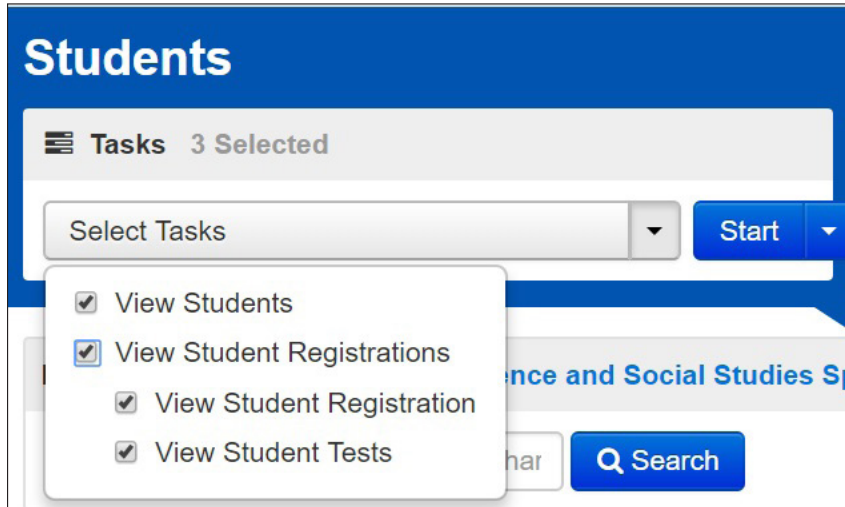
> **!** As students finish testing, collect test books and scratch paper from each student. Do not allow students who finish testing around the same time to pass tests to each other and hand them to you in one pile.

APPENDIX E

Appendix F: Paper and Braille Transcription

These steps will assign a Grade 4, 6, or 8 Social Studies student to either the Paper Transcription or the Braille Transcription accommodated test session, depending on the student's need. Test Administrators with students taking a paper or braille test should also follow these steps to transcribe the students' responses into the online form for scoring.

1. From *Setup > Students*, select the Select Tasks dropdown and click the checkboxes next to the appropriate task(s).

2. Select the View Student Tests tab. It is under this tab that you can make edits to a student's accommodations.

Main Test Session

☐ American Sign Language ⓘ

Spanish ⓘ

[⌄]

Translation of Key Terms Language ⓘ

[⌄]

☑ Text-to-Speech Text Only ⓘ   ☐ Text-to-Speech Text and Graphics ⓘ

Paper Transcription Test Session

Note: All orders for these accommodations must be appoved by the state. Please contact DDOE

☐ Paper-Pencil ⓘ

Braille Transcription Test Session

Note: All orders for these accommodations must be appoved by the state. Please contact DDOE

☐ Braille ⓘ

Designated Embedded Supports

Alternate Mouse Pointer ⓘ

[⌄]

Magnification Percentage ⓘ

[⌄]

Non-Embedded Universal Supports

☐ Familiar Test Administrator ⓘ   ☐ Small Group ⓘ

☐ Frequent Breaks ⓘ   ☐ Specialized Equipment or Furniture ⓘ

☐ Refocus ⓘ   ☐ Specified Area/Preferential Seating ⓘ

☐ Scratch/Blank Paper ⓘ   ☐ Whiteboard/Assistive Devices ⓘ

Non-Embedded Designated Supports

☐ Amplification/Assistive Listening Devices ⓘ   ☐ Separate Setting ⓘ

☐ Bilingual Dictionary ⓘ

DOE Approval Needed Supports

☐ Large Print ⓘ   ☐ Medical Supports ⓘ

☐ Human Interpreter - Native Language ⓘ   ☐ Scribe - Injury ⓘ

☐ Human Interpreter - Visual Communication ⓘ   ☐ Unique Accommodation ⓘ

☐ Human Read Aloud ⓘ   ☐ Human Scribe ⓘ

3. Remove the Text-to-Speech Text Only indicator and add Paper Transcription or Braille Transcription. To do this, uncheck the box next to "Text-to-Speech Text Only."

4. Next, select the checkbox next to Paper-Pencil or Braille, in the appropriate section. Then select [Save].

5. You must now create the test session. The first thing to do is to remove the student from the session he or she is currently in. From *Testing > Students in Sessions*, select Remove Students from Sessions in the Select Tasks dropdown. Then select [Start].

6. Select the checkbox next to the student you wish to remove, and then select [Remove].

7. From *Testing > Sessions*, under the Select Tasks dropdown, select "Create/Edit Sessions" and then select [Start].

8. You will see the session details. Under the Session Type dropdown, select either "Paper Transcription" or "Braille Transcription". It is on this page that you can add a student to the session as well. Add the student(s) and then select [Create].

9. Optional: A way to ensure that the student is in the correct session is to check the Form ID. For a list of all Form IDs, see Appendix G.

10. Once the student has completed testing on paper or braille, review the student's answers to be sure you understand how they responded to each question, and make sure responses to open-ended questions are legible. Ask the student to clarify which answer they intended to select if needed. Once all responses are clear, the Test Administrator will log in to TestNav 8 using the same credentials as the student. Student tests will then need to be transcribed into TestNav. Practice tests are available for the Test Administrator to practice transcribing information from the paper or braille test to the online test.

For Social Studies Grades 4, 6, and 8, you will enter responses into TestNav exactly as they appear in the student's test book.

APPENDIX F

11. Find the students' login information through *Testing > Students in Sessions*. Under the Resources dropdown, you will print the Student Session Roster.
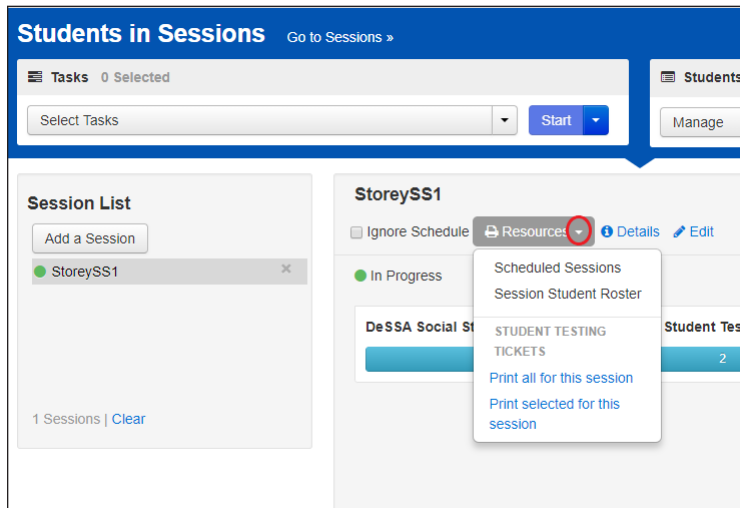
12. The Student Session Roster will have the Username and Password you will use to log in to TestNav 8.

13. You will now log in to TestNav as the student.

Delaware

Sign In

👤 Username

🔑 Password

Sign In   🔊 Test Audio

14. Use the student's responses to answer each question. Be sure to transcribe the student's responses exactly as the student indicated.

15. After entering the student's responses, review each response on the Review screen, then select the Submit Final Answers button.

Congratulations, you have finished!

End of Grade 8 Social Studies

✓

All Questions Answered

Use the **Review** button above, or the list below, to go back and review your answers. When you are done, use the **Submit Final Answers** button below to submit your answers.

Submit Final Answers

Question 1   Question 2   Question 3

APPENDIX F

16. When you are satisfied that you have entered every answer as the student intended, submit the test using the Sign out button.
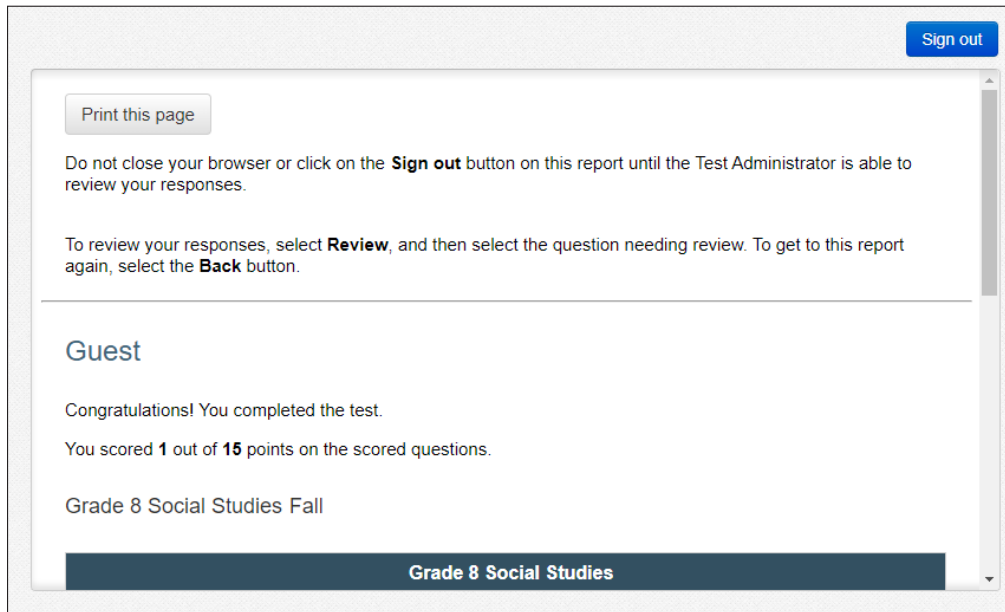
APPENDIX F

Appendix G: Form IDs

APPENDIX G

Below are examples of Form IDs for all accommodated sessions. The 8th and 9th characters of each Form ID indicate which session the student has been assigned. These characters will help you identify if the student is in the correct session.

	Form Type	8th and 9th Characters of Form ID	Example
Main	TTS (text only)	TS	19SC05E**TS**O01000001
	ASL	AS	19SS07E**AS**O01000000
	Spanish	NA	19SS04S**NA**O01000001
Keyword*	Keyword Translation	TS	19SC05E**TS**O01000001
Accom TTS	Accommodated TTS (text+graphics)	TS	19SC05E**TS**O01000001
Paper	Paper Transcription	PT	19SC05E**PT**O01000000
Braille	Braille Paper Transcription	BT -or- PT	19BIHSE**BT**O01000000 19SS11E**PT**O01000000

*The Keyword Translation and Accommodated Text-to-Speech—Text and Graphics forms have the same Form ID as the Text-to-Speech—Text Only form.

Appendix H: Quick Links for PearsonAccess^{next} and TestNav 8

Appendix H: Quick Links for PearsonAccess^{next} and TestNav 8

Topic or Task	Can be found at
PearsonAccess^{next}	
Training modules covering a variety of tasks	**https://support.assessment.pearson.com/x/H4BIAQ**
Add students to a test session	**https://support.assessment.pearson.com/x/K4Dy**
Create a session	**https://support.assessment.pearson.com/x/KoDy**
Edit a session	**https://support.assessment.pearson.com/x/KYDy**
Edit student test details	**https://support.assessment.pearson.com/x/UwMcAQ**
Prepare a Test Session	**https://support.assessment.pearson.com/x/24F8AQ**
Retrieve resources for an online test (including sessions rosters)	**https://support.assessment.pearson.com/x/HxpgAQ**
Resume a test	**https://support.assessment.pearson.com/x/JIDy**
Start a session	**https://support.assessment.pearson.com/x/JoDy**
System basics (change organization, change test administration, understand system layout)	**https://support.assessment.pearson.com/x/DIDy**
System Requirements	**https://support.assessment.pearson.com/x/NYDy**
Unlock a test	**https://support.assessment.pearson.com/x/JoDy**
TestNav 8	
Accessibility Tools	**https://support.assessment.pearson.com/x/NwACAQ**
Error Codes	**https://support.assessment.pearson.com/TN/error-codes-16908303.html**
Network Requirements and Guidelines	**https://support.assessment.pearson.com/x/AxZgAQ**
Submit a Test	**https://support.assessment.pearson.com/x/IAACAQ**
System Layout	**https://support.assessment.pearson.com/x/IAACAQ**
System Requirements	**https://support.assessment.pearson.com/x/HwYcAQ**
TestNav Tools	**https://support.assessment.pearson.com/x/MwACAQ**

APPENDIX H

Appendix I:
TestNav 8 Keyboard Navigation

Appendix I: TestNav 8 Keyboard Navigation

Keyboard Command	Function
[Tab]	Move to next option
[Shift] + [Tab]	Go back to previous option
[Enter]	Select the current option
[Spacebar]	Activate or deactivate hotspot items (Mac only)
[Ctrl] and [+] or [Cmd] and [+] (Mac)	zoom in
[Ctrl] and [-] or [Cmd] and [-] (Mac)	zoom out
[Ctrl] and [0] or [Cmd] and [0] (Mac)	reset to default size

To Skip the Menu and Move Directly to Page Content

1. Press **[Tab]** to reveal the **[Skip to Content]** option. It will be outlined to show that it is selected.
2. Press **[Enter]** or **[Return]** to choose Skip to Content.
3. Press **[Tab]** to see the selector in the sources or the answer choices.

To Navigate to an Option in the Menu

1. Press **[Tab]** twice to get to the screen's **[Back Arrow]**. This is the first option on the menu bar.
2. Press **[Tab]** to navigate through the options in the menu bar.
3. When the desired option is outlined, press **[Enter]** or **[Return]** to use the tool or option.

To Navigate the User Drop-down Menu

1. Press **[Tab]** to move across the menu bar until the user drop-down menu is outlined.
2. Press **[Enter]** or **[Return]**.
3. Press the keyboard's **[Down Arrow]** to move to the option that you want.
4. Press **[Enter]**.

To Enter an Answer or Select an Answer Choice and Move to the Next Page

1. Once you have moved to the page content, use the **[Down Arrow]** and **[Up Arrow]** on the keyboard to move between answer choices. You will see a black dot move between the toggle buttons as you press the arrow keys.

   - ◉ hits
   - ○ boy
   - ○ runs
   - ○ hat

2. When the black dot is next to the answer choice that you want, press **[Tab]** until the **[Next Arrow]** in the menu bar is selected.
3. Press **[Enter]** or [**Return]** to move to the next question.

APPENDIX I

To Review Test Questions

You can review questions and answers before you submit your final answers. To review your answers, follow the steps below when you see the message "Congratulations, you have finished!"

1. Press **[Tab]** until the **[Review]** button is selected.
2. Press **[Enter]**. A list of questions will open.
3. Press the **[Down Arrow]** or **[Up Arrow]** on the keyboard to highlight the question that you want to review.
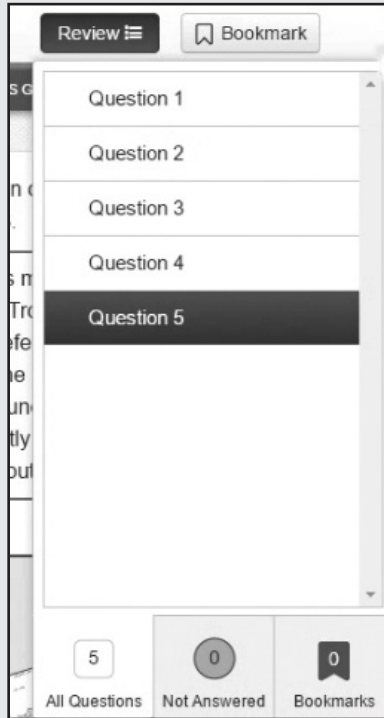
4. Press **[Enter]**. The question you chose to review will now be on the screen.

Keyboard navigation does not work for the following items:

- Audio
- Bar/Line Chart
- Flex slider
- Graph items
- HotText
- Order Interaction
- Passage
- Simulations
- Shape Transformation
- Text Highlighter Interaction

Appendix J:
Glossary of Terms, Abbreviations, and Acronyms

Appendix J: Glossary of Terms, Abbreviations, and Acronyms

A	
ASL	American Sign Language
D	
DDOE	Delaware Department of Education
DELSIS	Delaware Student Information System
DeSSA	Delaware System of Student Assessments
DTC	District Test Coordinator
E	
EL	English learner
I	
IEP	Individual Education Plan
ISO	Information Security Officer
P	
PAN	PearsonAccess[next], Pearson's online assessment management system for online testing
S	
SSID	Statewide Student Identifier
STC	School Test Coordinator
T	
TA	Test Administrator
TAM	Test Administration Manual
TestNav	Pearson's student test delivery platform
TTS	Text-to-Speech

APPENDIX J