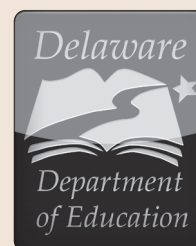


Online Test Administration Manual  
*for* DeSSA Social Studies and  
Next Generation Science

2019



**Delaware Department of Education**  
Office of Assessment  
401 S. Federal Street, Suite 2  
Dover, DE 19904  
Phone: (302) 857-3391



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

For questions or additional assistance regarding PearsonAccess<sup>next</sup> 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	(302) 857-3391

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## Important Test Dates

2019 Assessment	Test Window Opens	Test Window Closes
Non-Secure Practice Tests	October 5, 2018	—
Secure Practice Tests	February 15, 2019	—
DeSSA Social Studies and Next Generation Science Online Testing	March 5, 2019	May 30, 2019
DeSSA Social Studies and Next Generation Science Paper Testing	April 1, 2019	April 30, 2019

## Icons Used in This Manual

Icon	Description
	<b>Note:</b> This symbol accompanies helpful information or reminders.
	<b>Warning:</b> This symbol accompanies important information regarding actions that may cause errors.
	Text that appears in shaded boxes provides instructions relevant to the task described: <ul style="list-style-type: none"> <li>■ Numbered (ordered) lists provide step-by-step instructions.</li> <li>■ Bulleted lists provide instructions that do not need to be performed in a specific order.</li> </ul>
<b>[Text]</b>	Text in brackets is used to indicate a button or link that is clickable or that can be pressed on a keyboard.





## 1.0 DeSSA Support Overview

The Delaware System of Student Assessments (DeSSA) Portal at <http://delaware.pearsonaccessnext.com> is the home for Social Studies and Next Generation Science online assessment administration information. Manuals, brochures, and other informative materials are available on the portal. News and announcements regarding DeSSA Social Studies and Next Generation Science (NGSS) assessments will also be posted on the portal.

This *Online Test Administration Manual for DeSSA Social Studies and Next Generation Science (TAM)* provides needed information regarding policies and procedures for the DeSSA online assessments.

PearsonAccess<sup>next</sup> is the assessment management system for DeSSA Social Studies and Next Generation Science 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<sup>next</sup> 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, and 8.0 of this manual.

PearsonAccess <sup>next</sup> Online Support	<a href="https://support.assessment.pearson.com/x/BYDy">https://support.assessment.pearson.com/x/BYDy</a>
TestNav 8 Online Support	<a href="https://support.assessment.pearson.com/x/BAACAQ">https://support.assessment.pearson.com/x/BAACAQ</a>

For additional assistance using PearsonAccess<sup>next</sup> 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 7:00 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<sup>next</sup> or TestNav 8 (downloadable or browser-based version)
- 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

DeSSA Help Desk	(888) 827-1089 <a href="#">Online Support Form</a>
Delaware Department of Education, Office of Assessment	(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	X
Student(s) or student information is incorrect or missing		X
Preparing for online testing—downloading TestNav 8, precaching, etc.	X	
Incorrect tests available to students	X	
Password resets for state, district, and school users		X
Accommodations and supports not correct in PearsonAccess <sup>next</sup>		X





## 2.0 Introduction

Students from all Delaware public schools in the specified grade levels must participate in the DeSSA Social Studies and Next Generation Science assessments unless they receive a special exemption or qualify as recently arrived English language learners. (See the DeSSA Guidelines for Inclusion for more information on recently arrived English language learners.) All students will 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 and Next Generation Science 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 assessment for grades 4, 7, and 11 and the NGSS assessment for grades 5, 8, and High School Biology, including important policies and procedures. It also explains the responsibilities of Test Administrators, School Test Coordinators, and District Test Coordinators for the Spring 2019 DeSSA Social Studies and NGSS administrations.

DeSSA Social Studies and Next Generation Science assessments are delivered online using PearsonAccess<sup>next</sup>. Instructions for the most common test administration tasks performed in PearsonAccess<sup>next</sup> 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 or browser-based application. Instructions for using TestNav 8 can be found online here: <https://support.assessment.pearson.com/x/BAACAQ>.



## 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 and NGSS administrations.** See Section 3.4, Training Requirements, for additional information.

### 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 their STCs are trained in the reporting system.

**Table 3-1: District Test Coordinator Checklist**

Activity	Completion
Complete DeSSA security training	By November 30
Complete all required DeSSA training	By March 1
Review scheduling and testing requirements with STCs	By March 1
Ensure all personnel, including DTCs, STCs, and TAs, have completed the required training	By March 1
Work with schools to review and update Delaware Student Information System (DELSIS) and PearsonAccess <sup>next</sup> (PAN)	Before and during each testing cycle
DTCs should ensure STCs and TAs understand protocols in the event that a student moves to a new district and/or school	Before and during each testing cycle
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 30



## 3.2 School Test Coordinator (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 ultimately 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. 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 November 30
Complete School Test Coordinator training	By March 1
Complete all required DeSSA training	By March 1
Complete all required security forms and ensure that all TAs have completed all required security forms	By March 1
Enter all student accommodations, supports, and accommodated form requirements	By March 1
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 and Next Generation Science assessments.	Before testing window
Complete test schedule	By date determined by DOE
Review students in both eSchool and PearsonAccess <sup>next</sup> to ensure students are correctly enrolled	Before the test window opens in March
Ensure that TAs understand protocols in the event that a student moves to a new district and/or school	Before and during each testing cycle
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	Before and during each testing window
Enter any security issues, incidents, data reviews, unique accommodations, or exemption requests required for any assessment testing window 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 other 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<sup>next</sup> after breaks. TAs will also be responsible for starting test sessions, locking student tests in PearsonAccess<sup>next</sup> 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 November 30
Review necessary manuals and user guides	By March 1
Complete all required DeSSA training associated with assessments to be administered	By March 1
Enter all student accommodations, supports and accommodated form requirements	By March 1
Prepare the testing environment, ensuring that students have the necessary equipment and materials as appropriate, e.g., scratch paper, pencils, and rulers, etc.	Before testing
Administer the DeSSA Social Studies and Next Generation Science assessments, following the Directions for Administration	During testing
Report testing irregularities to STC	After testing
Dispose of all testing materials in a secure manner, including scratch paper	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 website at <https://www.doe.k12.de.us/domain/111>. 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.



## 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 and Next Generation Science 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 DeSSA S/SS (Pearson portal) 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 and Next Generation Science assessments, students must **NOT** have access to notes, textbooks, maps, calculators, measuring tools, charts, or posters containing information about science, technology, engineering, mathematics, or historical information. The resources listed in Table 4-1 may be provided to students during the DeSSA assessments.

**Table 4-1: Allowable Resources**

DeSSA Assessments
<ul style="list-style-type: none"> <li>■ Pen or pencil.</li> <li>■ Posters offering students encouragement or inspiration without any specific content related to content standards.</li> <li>■ Online test keyboard navigation symbols (found in Appendix K of this manual). <i>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.</i></li> </ul>



## 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 precaching in the online support for PearsonAccess<sup>next</sup> and TestNav 8.

### 5.1 PearsonAccess<sup>next</sup>

PearsonAccess<sup>next</sup> is the online assessment management system for DeSSA Social Studies and Next Generation Science. Before accessing PearsonAccess<sup>next</sup> to manage assessments, users should confirm that their workstations meet the requirements for using the system. Users can access PearsonAccess<sup>next</sup> 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 PearsonAccess<sup>next</sup> 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<sup>next</sup> will not be blocked. In order to create, modify, or administer a test session, a Test Administrator must complete the DeSSA Science/Social Studies Test Administration Training to have their training flag set to “Y” in PearsonAccess<sup>next</sup>.

### 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 recommended for testing. If your district needs to use the browser-based version instead, contact Lisa Alexander at [lisa.alexander@doe.k12.de.us](mailto:lisa.alexander@doe.k12.de.us).

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. 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<sup>next</sup> before the student can continue testing. Refer to Section 7.2.4, "Exiting and Resuming a Student 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)
- ☐ Confirm students' accommodations
- ☐ Manage test sessions (if needed)
- ☐ Gather other materials for testing

## 6.1 Submission and Confirmation of Student Data

The Delaware Department of Education (DDOE) will provide a data file of student demographic information to Pearson for upload to PearsonAccess<sup>next</sup>. Student information should be confirmed in PearsonAccess<sup>next</sup> 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 eSchool. Corrected data files will be provided daily to Pearson for upload to PearsonAccess<sup>next</sup>. Students' accommodation information is not included in these data files. Therefore, School Test Coordinators must confirm accommodation information in PearsonAccess<sup>next</sup> for students in their schools, as well as ensure the correct form is assigned.

Form Delivery Accommodation options are:

- American Sign Language
- Spanish
- Accommodated Text-to-Speech (TTS)
- Keyword Translation
- Paper Transcription
- Braille Transcription (Science Only).

All students must be registered at their testing schools and rostered in a test session before they can take any DeSSA test. **The student must be registered in PearsonAccess<sup>next</sup> in the correct school.** If a student is not registered at the testing school, this information must be added/updated in the (eSchool) student information system before the student can be tested. The updated information will then be included in the daily file provided by DDOE to Pearson.





Students may be assigned tests in only one mode: online or, if documented in the student's IEP or 504 plan, on paper. Students may **not** begin a test online and then switch to a paper administration or vice versa. For this reason, it is critical to ensure that a student's accommodations are correct in PearsonAccess<sup>next</sup> before the student begins testing.

### 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.

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

2. Select the 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.



- 3 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

Add Task

Previous Task

View Students

View Student Registration

View Student Tests

STUDENTS (8)

Form1, Spanish (47503570)

Form1, TS (76948652)

Grade11, UAT Student 144 (99911144)

Grade11, UAT Student 148 (99911148)

Grade11, UAT Student 51 (99911051)

Grade11, UAT Student 52 (99911052)

Grade11, UAT Student 53 (99911053)

Grade11, UAT Student 54 (99911054)

SCIENCE AND SOCIAL STUDIES SPRING 2019

Grade11, UAT Student 144 (99911144)

☒ Registered

Resident School

Select

Grade Level When Assessed\*

11

Ethnicity and Race

☐ Hispanic or Latino Ethnicity

☐ American Indian or Alaska Native

☐ Asian

☐ Black or African American

☐ White

☒ Two or More Races

☐ Native Hawaiian or Other Pacific Islander

Other Information

☐ English Learner (EL)

☐ Section 504 Status

☐ Economic Disadvantage Status

☐ Title1

☒ SWD

Primary Disability Type\*

None

\* Required



- 4 Next, select the View Student Tests tab. It is under this tab that you can make edits to a student's accommodations. For example, if a student requires a Non-Embedded Support, select the checkbox next to the support. Refer to Appendices C–I for specific information about adding students to each accommodation session.

**NOTE:** Students are automatically assigned a Text-to-Speech Text Only form. If another accommodation is required (translation of key terms, paper, braille etc.), it will be necessary to make updates to the information on this tab. See Appendices C–I for more information.

Tasks for Students

View StudentsView Student RegistrationView Student Tests

Test Filter

Filter by Test Status  
☐ Complete ☐ Assigned

STUDENT TESTS (9)

GRADE11, UAT STUDENT 144 (99911144)	
High School Biology	Assigned
GRADE11, UAT STUDENT 148 (99911148)	
High School Biology	Assigned
Grade 11 Social Studies	Assigned
GRADE11, UAT STUDENT 51 (99911051)	
Grade 11 Social Studies	Assigned
GRADE11, UAT STUDENT 52 (99911052)	
High School Biology	Assigned
Grade 11 Social Studies	Assigned
GRADE11, UAT STUDENT 53 (99911053)	
Grade 11 Social Studies	Assigned
GRADE11, UAT STUDENT 54 (99911054)	
High School Biology	Assigned
Grade 11 Social Studies	Assigned

TEST DETAILS

Grade11, UAT Student 144 (99911144)

High School Biology
☒ Assigned
Organization\*  
UAT School 1 2019 (9991-9991)

Test Information
Type\*  
Online
Roster Section Name

Non-Embedded Supports

☐ Frequent Breaks
☐ Human Scribe
☐ Small Group
☐ Scribe
☐ Specified Area/Preferential Seating

Text-to-Speech
Text-to-Speech Text and Graphics requires DOE approval.  
Students with Text and Graphics will need to be placed in the Accommodated TTS session type.  
☐ Text-to-Speech
Text-to-Speech Delivery

Main Test Session
☒ American Sign Language
Spanish

Translation of Key Terms Test Session
Translation of Key Terms Language

Paper Transcription Test Session
☐ Paper-Pencil

Braille Transcription Test Session
☐ Braille



## 6.2 Creation of Online Test Sessions

### 6.2.1 Auto Creation of Test Sessions

Student data files will load into PearsonAccess<sup>next</sup> each night. Once loaded, students will automatically be added to a test session. Students can be moved to an alternate test session, if desired.

One test session per grade and school will be auto-created.

**NOTE:** All student information comes from the student data file. There is no manual student data entered in PearsonAccess<sup>next</sup>.

### 6.2.2 Manual Creation of Test Sessions

Students can be placed into an alternate test session, if desired. 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 C–I for specific information about adding students to each accommodation session.

- Accommodated Text-to-Speech (TTS)
- Translation of Key Terms
- 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<sup>next</sup>,” respectively.

**NOTE:** For more information, refer to Create a Test Session in PearsonAccess<sup>next</sup> under the DeSSA PearsonAccess<sup>next</sup> 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].

The screenshot shows the 'Sessions' page with a blue header. Below the header, there's a 'Tasks' section with a dropdown menu. The dropdown menu is open, showing three options: 'Create / Edit Sessions' (which is selected and highlighted with a red box), 'Delete Sessions', and 'Add/Remove Students in Sessions'. To the right of the dropdown menu, there's a 'Start' button, also highlighted with a red box. Below the dropdown menu, there's a 'Search' button and a link 'Show Students in Sessions & Control Sessions'.

4. Enter the required details.
5. Add students to the session with “Find by Name or ID” or “Find by Group.”
6. Click [Create].

The screenshot shows the 'New Session' form. At the top right, there's a 'Create' button highlighted with a red box. The form has several sections: 'Session Name\*' with a text input field; 'Organization\*' with a dropdown menu showing 'UAT School 1 2019 (999...'; 'Test & Form' section with 'Test Assigned\*' dropdown showing 'Test'; 'Scheduling' section with 'Scheduled Start Date\*' and 'Scheduled Start Time' (01:00 AM EST); 'Session Type\*' dropdown showing 'Add'; 'Lab Location' text input field; 'Precaching Computer\*' dropdown showing 'Add'; and a note 'A pre-caching computer is required when there is one or more available.' At the bottom, there's a 'Find by Name or ID' dropdown menu highlighted with a red box, showing 'Students' and 'Add students to session'.

## 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. “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.

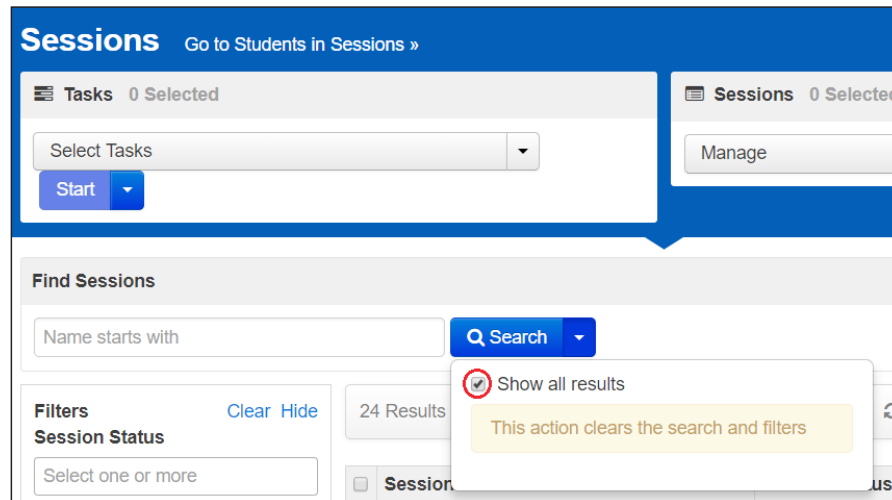
**NOTE:** For certain accommodated test sessions, students will need to be removed from the main session and added to the accommodated test session. For more information about moving, adding, and removing students from test sessions, refer to Add Students to a Test Session in



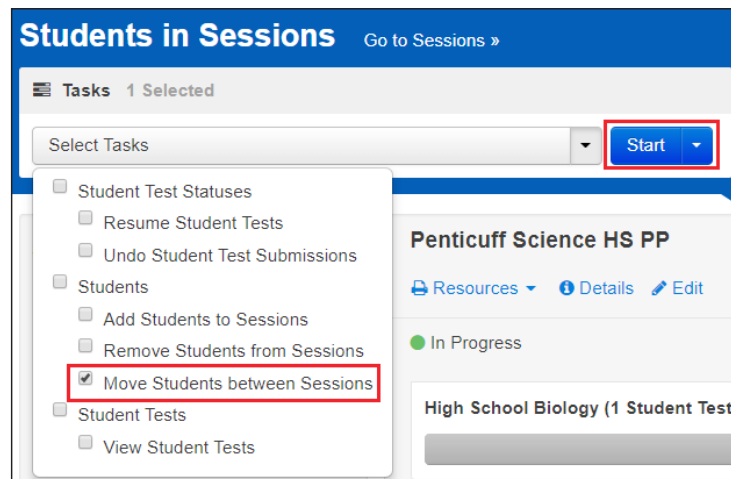
PearsonAccess<sup>next</sup> under the DeSSA PearsonAccess<sup>next</sup> Test Administration Resources dropdown located at <http://delaware.pearsonaccessnext.com/manuals/>.

### 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].





- 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.

**Tasks for Students in Sessions** ➕ Add Task

**Move Students between Sessions**

**Move Students between Sessions**

**Tests**  
Grade 5 Science

**Sessions**  
 Create Session

**Student**  
 SciGrade5, LAUAT Stud 76 (19501076) ⓘ  
 195-1001 - GR5 SCI, Grade 5 Science

☐ 195-1001 - GR5 SCI  
☒ 195-1001 - GR5 SCI

\* Required

Move Reset

- Mark the check box under the session you want to move the student(s) to.
- 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.”

**Tasks for Students in Sessions** ➕ Add Task

**Move Students between Sessions**

**Move Students between Sessions**

**Tests**  
Grade 5 Science

**Sessions**  
  Create Session

**Student**  
 SciGrade5, LAUAT Stud 76 (19501076) ⓘ  
 195-1001 - GR5 SCI, Grade 5 Science

☐ 195-1001 - GR5 SCI  
☒ 195-1001 - GR5 SCI

\* Required

Move Reset

**NOTE:** Refer to Appendices C–I for information about moving students to an accommodation session.

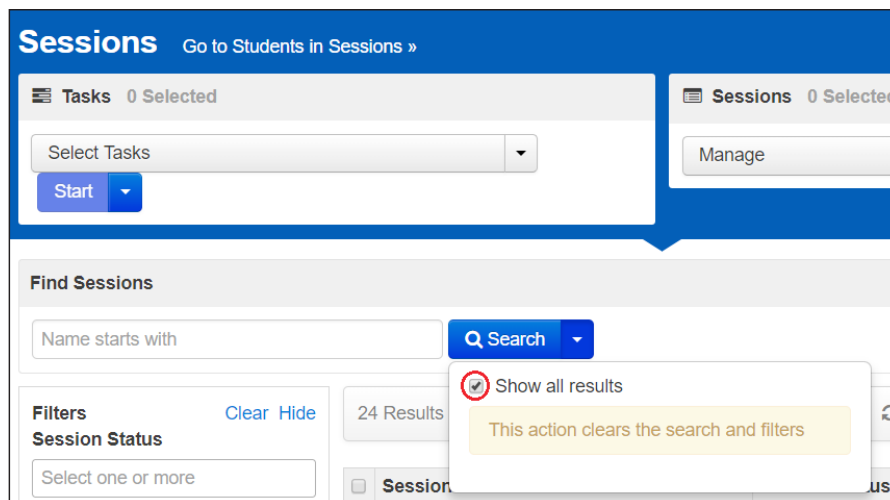


## 6.4 Viewing or Editing an Online Test Session

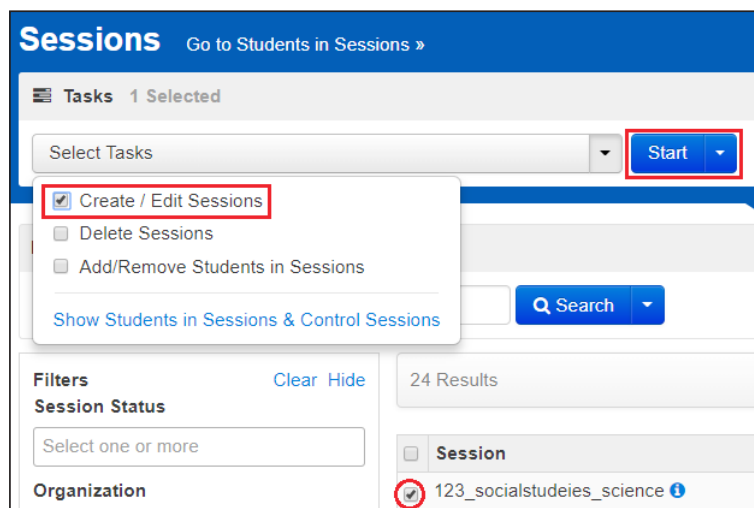
You can view an online test session to get information about the state of the session.

### 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<sup>next</sup> under the DeSSA PearsonAccess<sup>next</sup> 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.
4. Unlock student tests.

Preparing a session assigns a test form. This step should be completed about a week before testing. Users can prepare a single session or prepare multiple sessions.

Once a test session has been prepared, Accommodation Indicators will be visible in the test session. Viewing these indicators will help to ensure that the proper form is assigned to the student. Accommodation Indicators will be visible for:

- American Sign Language (ASL)
- Spanish (S)
- Text-to-Speech (TTS)\*



All TTS forms—text-to-speech/default, text-to-speech/accommodated, and text-to-speech/keyword translation—will show the TTS indicator. It is critical that, if a student is to receive a TTS accommodated form, the student is placed into a **TTS ACC Test Session**.



### 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].

The screenshot shows the 'Students in Sessions' interface. At the top, there are two tabs: 'Tasks' and 'Students in Sessions'. The 'Students in Sessions' tab is active, showing a 'Manage' dropdown menu. Below this, there is a 'Session List' on the left with a search bar and a list of sessions. The session '9991-9991 - GR11 SS' is selected. On the right, the details for this session are shown, including a 'Not Prepared' status and a 'Prepare Session' button (highlighted with a red box) and a 'Refresh' button.

### 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].

The screenshot shows the 'Students in Sessions' interface. At the top, there are two tabs: 'Tasks' and 'Students in Sessions'. The 'Students in Sessions' tab is active, showing a 'Manage' dropdown menu. Below this, there is a 'Session List' on the left with a search bar and a list of sessions. The session '9991-9991 - GR11 SS' is selected. On the right, the details for this session are shown, including a 'Not Prepared' status and a 'Prepare All Sessions' button (highlighted with a red box) and a 'Refresh' button.

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 Roster

**NOTE:** For more information, refer to Print Session Student Rosters in PearsonAccess<sup>next</sup> under the DeSSA PearsonAccess<sup>next</sup> 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].

The screenshot shows the 'Students in Sessions' page. At the top, there are tabs for 'Tasks' and 'Students in Sessions'. Below the 'Students in Sessions' tab, there is a 'Session List' section. In this section, the 'Add a Session' button is highlighted with a red rectangular box. To the right of the 'Add a Session' button, there is a text box that says 'Add a specific session to the left or search all sessions in Science and Social Studies Field Test Spring 20'.

3. Search for and select a session(s).
4. Click [Add Selected].

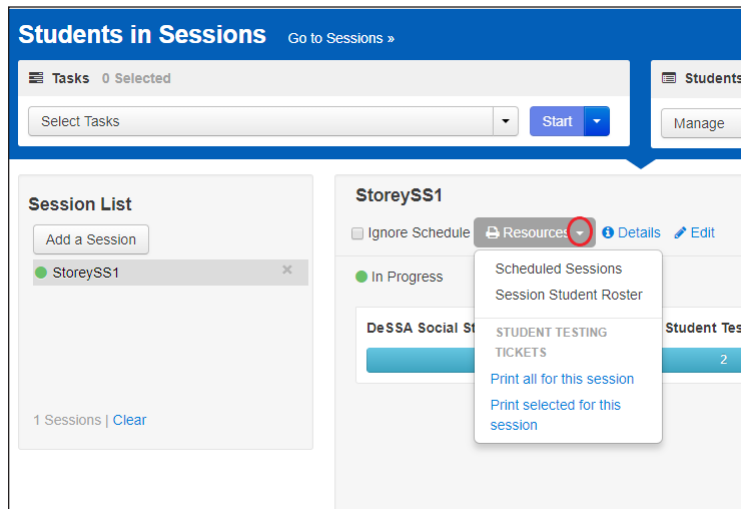
This screenshot shows the 'Students in Sessions' page with a search filter applied. A dropdown menu is open, showing a list of sessions. The 'Add Selected' button at the bottom of the dropdown is highlighted with a red rectangular box. The dropdown menu lists 50 items out of 417, including sessions like 'StoreySS1', '114 Science', '115 Science 5th', '11th DeSSA', '1stSEMBioCafeteria', '1stSEMUSHCafeteria', '201 Group A', '318', and '319'. The 'Add Selected' button is located at the bottom of this list.



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 a resource.





## 6.6 Assessment Accommodations



**Warning:** Please verify the student's accommodations in PearsonAccess<sup>next</sup> before allowing a student to sign in to TestNav. See Section 6.1.1, "Viewing Student Details," for instructions.

The DeSSA online tests contain universal tools that will be available to all students. They also include accommodations that will be available only to those students with the accommodation documented in their IEPs or 504 plans. Universal tools and accommodations are defined in Table 6-1.

**Table 6-1: Definitions for Universal Tools 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. See Tables 6-2 and 6-3 for descriptions of universal tools available in TestNav 8.
Accommodation	Provides support to students with disabilities or to English learners, allowing them to demonstrate their learning. 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.

Note that some specific accommodations, such as Human Scribe or Accommodated TTS + Graphics form, may be set only by the DDOE state user role. For assistance with setting one of the restricted accommodations, please contact Lisa Alexander at [lisa.alexander@doe.k12.de.us](mailto:lisa.alexander@doe.k12.de.us). For more information about accommodations, visit Delaware Department of Education's Accessibility on the DOE's Office of Assessment website at <https://www.doe.k12.de.us/domain/111>.




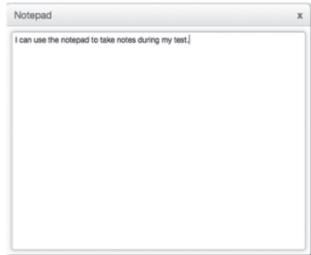


### 6.6.1 Universal Tools, Designated Supports, and Accommodations

A number of tools, supports, and accommodations are available to students assessed with the DeSSA Social Studies and Next Generation Science Assessments. Some tools, designated supports, and accommodations will be embedded in TestNav 8. Others will be available outside of the testing software. These tools, supports, and accommodations are described in Tables 6-2 through 6-5.

**NOTE:** Ensure that the Text-to-Speech function is not actively running before using these tools. For example, if the megaphone is being used, a student cannot use the answer masking tool.

**Table 6-2: Universal Tools—Embedded**

Universal Tools—Embedded	Location	Description
<b>Answer Eliminator</b> 	TestNav 8 Toolbar	Students can visually eliminate (with a red X) one or more answers.
<b>Five Function Calculator</b> (Science Grade 8 and High School Biology only) 	TestNav 8 Toolbar	Provides five functions: addition, subtraction, divisions, multiplication, and square root. This tool is available on Science Grade 8 and Biology forms only.
<b>Highlighter</b> 	Activated by selecting text	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.
<b>Notepad</b> 	TestNav 8 Toolbar	Students can type notes while testing.



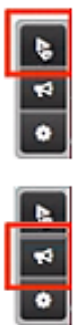
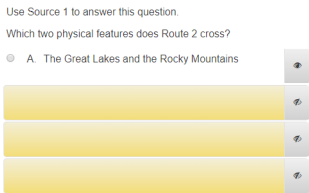
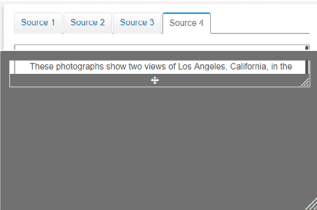
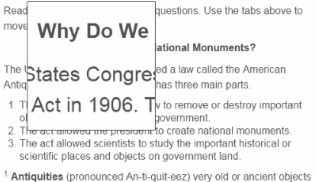
<b>Text-to-Speech—Text Only*</b> 	Right side of window	<p>Students can hear the text of items and stimuli/ passages (excluding simulations) read aloud through embedded text-to-speech software. Students can use the feature by selecting the play button to play from the beginning.</p> <p>Alternatively, students can use the megaphone icon to specify where to start reading. Students should click on the megaphone and then choose the area of text to be read aloud. NOTE: Turn off the megaphone before using other tools.</p> <p><i>* Text-to-Speech—Text Only will be available on all forms except for Spanish and American Sign Language.</i></p>
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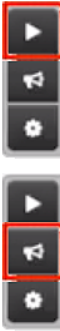


Table 6-3: Universal Tools—Non-Embedded

Universal Tools—Non-Embedded	Location	Description
Breaks		Breaks of up to 20 minutes are permitted at the Test Administrator's discretion.
<b>Answer Masking</b>  	User Drop-down Menu	Students can visually mask answers and reveal one or more answers at a time by clicking an eye icon.
<b>Line Reader Mask</b>  	User Drop-down Menu	Students can mask an item and reveal portions of the item through an adjustable window.
<b>Magnifier</b>  	User Drop-down Menu	Students can select “Enable Magnifier” to open a square tool that magnifies text when dragged over it.



**Table 6-4: Embedded Accommodations**

Accommodations— Embedded		Description
<b>American Sign Language</b> 	Right side of screen	Students can view a video in which a person translates the item text to ASL.
<b>Braille</b>	Separate paper form	Students can take the test on a Braille version of the paper form.
<b>Spanish</b>		Students can listen to an item translated from English into Spanish. The user interface of TestNav 8 will remain in English.
<b>Text-to-Speech—Text and Graphics</b> 	Right side of screen	<p>Students can hear graphics described and listen to text read aloud.</p> <p>Students can use the feature by selecting the play button to play from the beginning.</p> <p>Alternatively, students can use the megaphone icon to specify where to start reading. Students should click on the megaphone and then choose the area of text to be read aloud. NOTE: Turn off the megaphone before using other tools.</p> <p>DDOE Approval is needed for students to test the Text to Speech Accommodated form.</p>
<b>Translation of key terms</b>		Students can access translations of key terms in Arabic, Haitian Creole, Korean, or Mandarin Chinese as specified on the student's test tab in PearsonAccess <sup>next</sup> .

**Table 6-5: Non-Embedded Accommodations**

<b>Accommodations—Non-Embedded</b>	<b>Location</b>	<b>Description</b>
<b>Frequent Breaks</b>	N/A	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.
<b>Small Group</b>	N/A	A small group is a subset of a larger testing group assessed in a separate location. There is no specific number defined for a small group, but two to eight students are typical. 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. If selecting small group, it is NOT necessary to also select separate setting.
<b>Specified Area/Preferential Seating</b>	N/A	You may enter additional information about this feature in the text field.
<b>Scribe (Approval by DDOE Required)</b>	N/A	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.
<b>Paper/Pencil Transcription</b>	N/A	Students taking paper-based forms will need to have their work transcribed into an online form by the Test Administrator. See Appendix G for more information.
<b>Human Scribe</b>	N/A	<p>Students dictate their responses to a human who records verbatim what they dictate. Students must have a documented need in their IEP/504 plan and must have used this support during the school year.</p> <p>A human scribe can be used for data entry on the Online, Paper-Pencil, or any of the other forms. The Human Scribe would follow guidelines as stipulated.</p>

## 6.7 Preparing Students for Testing

The DeSSA Social Studies and Next Generation Science practice tests 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.



### 6.7.1 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 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.
- 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 and return to bookmarked 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 **Megaphone** button will read from where the cursor is currently positioned in the screen while the **Play** button will read the entire item, including the stimulus from the beginning.
- **For students who choose to use the TTS megaphone, it is especially important to check their answers. Students may accidentally select an option as their answer when they intended to listen to the option. Emphasize the importance of checking all of their answers before submitting their tests.**
- 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.

### 6.7.2 Overview of Assessment Item Types

The DeSSA assessments include the following item types:

- Selected-response items: The student selects an answer option by clicking anywhere on the answer choice.
- Two-part selected response items: The student selects an answer option for each part of a two-part question by clicking anywhere on the answer choice.
- Short constructed-response items: The student types a short-answer response into a response box.
- Extended constructed response items: The student types a long-answer response into a response box.



- 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.

**Table 6-6: Item Types Available on DeSSA Social Studies and NGSS Assessments**

Assessment	Available Item Types
DeSSA Social Studies Assessments	<ul style="list-style-type: none"><li>■ selected-response</li><li>■ constructed-response</li><li>■ technology-enhanced items</li></ul>
NGSS Assessments	<ul style="list-style-type: none"><li>■ selected-response</li><li>■ two-part selected response</li><li>■ short constructed response</li><li>■ extended constructed response</li><li>■ technology-enhanced items</li></ul>

DeSSA NGSS assessments have regular item clusters, integrative item clusters, and standalone items. Regular item clusters include a stimulus and up to five associated items that connect with the stimulus but not one another. Regular clusters may include selected response, two-part selected response, short constructed response, and technology-enhanced items. A regular item cluster generally takes 13–16 minutes to complete.

DeSSA NGSS integrative item clusters will consist of a stimulus and up to six associated items that connect with both the stimulus and one another, creating a progressive storyline. Integrative clusters may include selected response, two-part selected response, extended constructed response, and technology-enhanced items. An integrative item cluster generally takes 20–24 minutes to complete.

The NGSS assessment will also include 8–10 standalone items with no external stimulus. The standalone item types may include selected response, two-part selected response, and technology-enhanced items. Standalone items generally take 1–3 minutes per item to complete.



## 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

## 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. Testing students in classroom-sized groups is preferable to administering tests to large groups in large facilities. 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
<b>Before Testing</b>	
Instructional materials must be removed or covered.	All instructional materials, regardless of content, must be removed or covered, including but not limited to: <ul style="list-style-type: none"> <li>■ Information displayed on bulletin boards, chalkboards, or dry-erase boards</li> <li>■ Charts such as wall charts that contain literary definitions, maps, mathematic formulas, etc.</li> <li>■ Other surfaces that might assist students in answering questions</li> </ul>
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.
<b>During Testing</b>	
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 <i>DeSSA Test Security Manual</i> on the DOE's website at <a href="https://www.doe.k12.de.us/domain/111">https://www.doe.k12.de.us/domain/111</a> .
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. Based on the item type (e.g., performance tasks), 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 or browser-based TestNav 8.
<b>During and After Testing</b>	
TAs must have no access to student responses except in the normal course of assisting students with the test.	TAs are not permitted to review student responses in the testing interface or students' notes on scratch paper.
Making copies of test materials is not permitted.	Unless needed as a printed accommodation, 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, reading passages, or constructed-response prompts at any time, including before, during, or after testing. Student interaction during a test is limited to what is necessary for the purpose of a performance task.
<b>After Testing</b>	
No test materials can be used for instruction.	Test items, stimuli, sources, and constructed-response prompts must not be used for instruction.
Secure materials must be disposed of securely.	Refer to the <i>DeSSA Test Security Manual</i> on the DOE's website at <a href="https://www.doe.k12.de.us/domain/111">https://www.doe.k12.de.us/domain/111</a> .



Establish procedures to maintain a quiet testing environment throughout the testing session, recognizing that some students will finish more quickly than others. Review DeSSA After-Testing Suggestions on the portal 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 (even though up to 45 days are allowed).*

## 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<sup>next</sup> Online Support for comprehensive 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. Scripted instructions can be found in the blue-shaded boxes in Appendix A. 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<sup>next</sup>

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

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 C–I for more details.
2. Prepare an online test session.
3. Start an online test session.
4. Unlock student tests.

Steps 1 and 2 are completed prior to testing. Steps 3 and 4 are completed during online testing.



Test sessions are created in the system by the STC or by a Test Administrator, if so directed, before testing begins. Refer to Section 6.2, “Creation of Online Test Sessions.” A test session must be started and unlocked before any students can sign in to TestNav 8 and begin the test. A test session does not start until you click the [Start] button and move the slider from locked to unlocked on the *Students in Sessions* screen, regardless of the scheduled start date and time.

### 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.

The screenshot shows the 'Students in Sessions' interface. On the left, the 'Session List' contains four sessions: '9991-9991 - GR11 SS', '9991-9991 - GR4 SS', '9991-9991 - GR5 SCI', and 'UAT Main 1'. The '9991-9991 - GR11 SS' session is selected. On the right, the session details for '9991-9991 - GR11 SS' are displayed, showing a status of 'Not Prepared'. A 'Refresh' button is highlighted with a red box.

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.

The screenshot shows the 'Students in Sessions' interface. On the left, the 'Session List' contains four sessions: '9991-9991 - GR11 SS', '9991-9991 - GR4 SS', '9991-9991 - GR5 SCI', and 'UAT Main 1'. The '9991-9991 - GR5 SCI' session is selected. On the right, the session details for '9991-9991 - GR5 SCI' are displayed, showing a status of 'Ready'. A 'Start Session' button is highlighted with a red box.

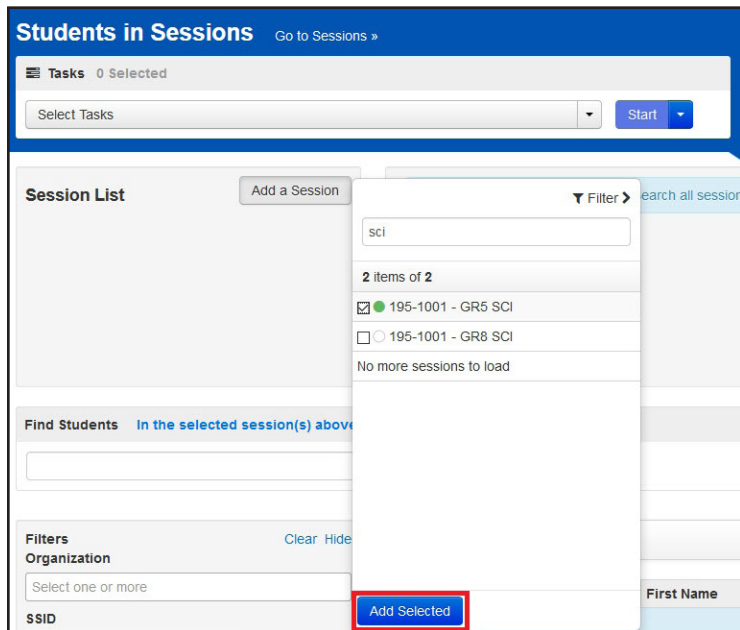
5. Click [Start Session].



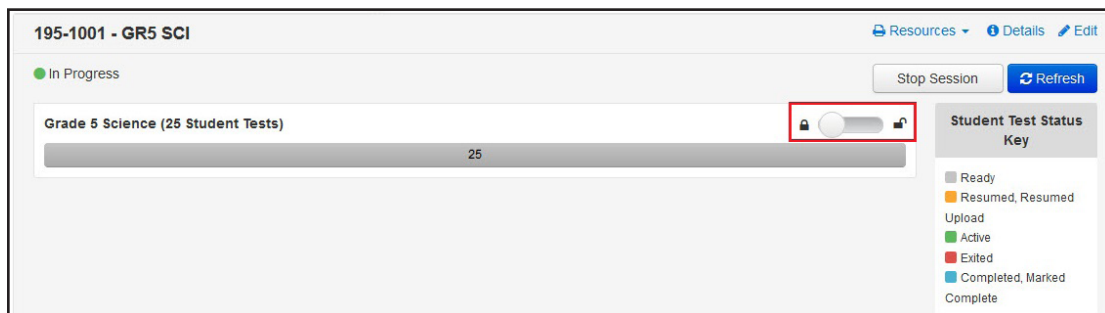


### To Unlock All Student Tests in a Session

1. Select the test administration from the drop-down menu at the top of the window.
2. Go to *Testing > Students in Sessions*.
3. Select the checkbox next to the correct session in the Session List and click [Add Selected].



4. Click the unlock icon on the lock/unlock slider.





## 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.”

The screenshot displays the DeSSA Online Test Administration interface. On the left, the 'Session List' shows '195-1001 - GR5 SCI' selected. The main area shows the session details for '195-1001 - GR5 SCI', indicating it is 'In Progress' with 'Grade 5 Science (25 Student Tests)'. A 'Student Test Status Key' on the right explains the status icons. Below, a table lists students with columns for SSID, Last Name, First Name, Middle Name, Username, Session, Student Test Status, Session Type, and Form. The 'Student Test Status' column for two students is highlighted with a red box, showing a dropdown menu with 'Ready' and 'Unlock' options.

SSID	Last Name	First Name	Middle Name	Username	Session	Student Test Status	Session Type	Form
19501076	SciGrade5	LAUAT Stud	76	19501076	195-1001 - GR5 SCI (Grade 5 Science)	Ready	Mar	Grade 5 Science - 19SC05ETSO01000001 (19SC05ETSO01000001)
19501077	SciGrade5	LAUAT Stud	U	19501077	195-1001 - GR5 SCI (Grade 5 Science)	Ready	Mar	Grade 5 Science - 19SC05ETSO01000002 (19SC05ETSO01000002)

## 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.

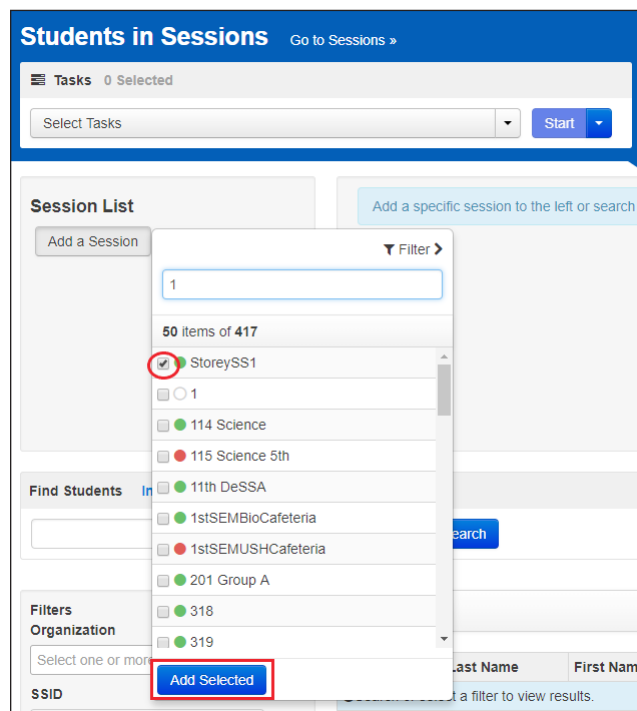


### 7.2.3 Monitoring a Test Session

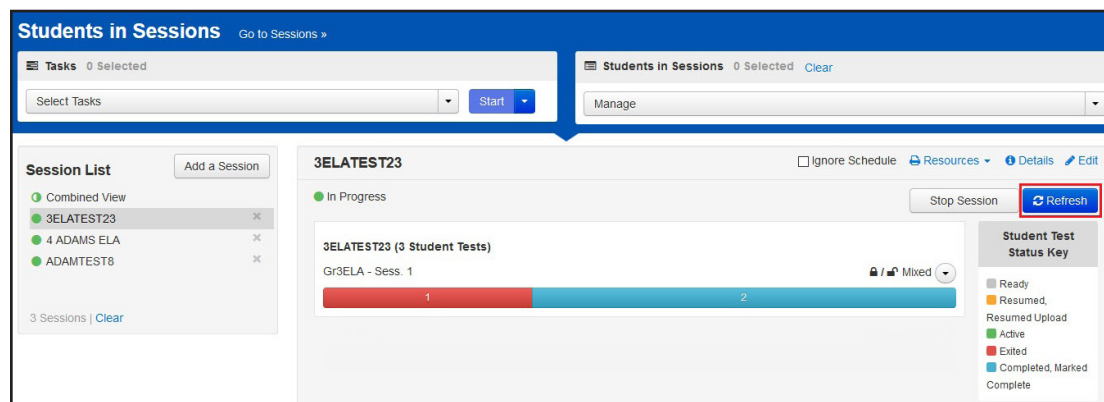
After a test session is started, students' tests are unlocked in PearsonAccess<sup>next</sup>, and students sign in to TestNav 8, the Test Administrator can monitor the status of all students in the session via the *Students in Sessions* screen. Table 7-2 describes the possible statuses of students' 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.

Find Students In the selected session(s) above

Search

Show all results

This action clears the search and filters

To view detailed information about that student's test and item progress, click the student test status in the Student Test Status Column.

<input type="checkbox"/>	SSID	Last Name	First Name	Middle Name	Username	Session	Student Test Status	Session Type	Form
<input type="checkbox"/>	19503001	SocStudGrade4	LAUAT Stud	151	19503001	195-1003 - GR4 SS (Grade 4 Social Studies)	Exited	Main	Grade 4 Social Studies - 19SS04ETSO01000001 (19SS04ETSO01000001)
<input type="checkbox"/>	19503002	SocStudGrade4	LAUAT Stud	152	19503002	195-1003 - GR4 SS (Grade 4 Social Studies)	Ready	Main	Grade 4 Social Studies - 19SS04ETSO01000002 (19SS04ETSO01000002)

Student Test & Item Progress

SocStudGrade4, LAUAT Stud 151 (19503001)

as of 2019-01-22 03:49 PM

Session Name: 195-1003 - GR4 SS

Test Name: Grade 4 Social Studies

Test Status: Exited - 8%

Session Health

Start Time: 01/22/2019 03:47:18 PM

Exit Time: 01/22/2019 03:48:26 PM

Resume Count: 0

Undo Submit Count: 0

Last Message from Examinee Computer: 01/22/2019 03:48:25 PM

Total Items (59)

5 Answered, 1 No Response Required, 53 Visited, 0 Remaining

#	Section	Sequence	Visited	Answered	Last Update
1	1	1			01/22/2019 03:47:37 PM

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<sup>next</sup>**

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 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<sup>next</sup>. 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.

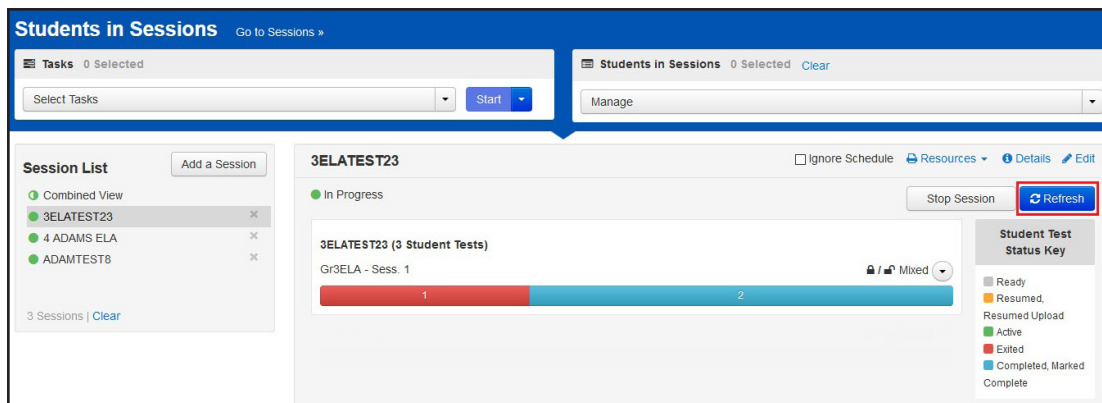
Exiting TestNav 8 does **NOT** send students’ tests for scoring. Exiting the test is for student breaks or if a student must be moved to another location. If a student has exited a test, the Test Administrator



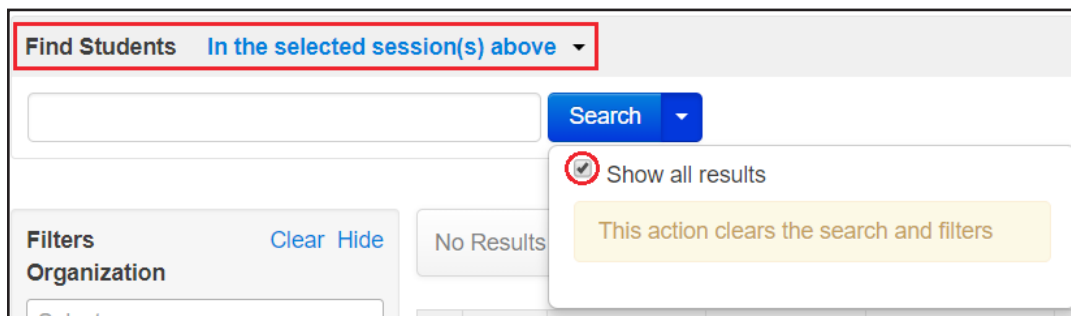
must resume the test in PearsonAccess<sup>next</sup> before the student can continue testing. To resume a student's test, the Test Administrator must find the test in PearsonAccess<sup>next</sup> and manually resume the test following the steps below.

First find the student(s) whose test(s) you want to resume. Then pick an option from the two available methods to resume, following these steps:

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.

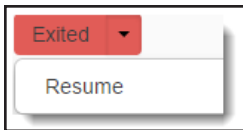




### To Resume from the Drop-down Menu

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].



### 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].

**Students in Sessions** Go to Sessions »

Tasks 1 Selected

Select Tasks [Start]

- ☐ Student Test Statuses
  - ☒ Resume Student Tests
  - ☐ Undo Student Test Submissions
- ☐ Students
  - ☐ Add Students to Sessions
  - ☐ Remove Students from Sessions
  - ☐ Move Students between Sessions
- ☐ Student Tests
  - ☐ View Student Tests

2 Sessions | Clear

**Penticuff Science HS PP**

In Progress

Penticuff Science HS PP (1 Student Test)

Find Students In the selected session(s) above

Search

Filters Clear Hide

Organization Select one or more

SSID Starts with

1 Results

<input type="checkbox"/>	SSID	Last Name	First Name	Middle N
<input checked="" type="checkbox"/>	99999157	ScienceGr10	UAT	Student
				487



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 Active or Exited status can be resumed.*

Resume Student Tests

Resume Student Tests

STUDENTS IN SESSIONS (1)		DETAILS
<input checked="" type="checkbox"/>	STUDENT NAME (CODE)	SESSION (STUDENT TEST)
<input type="checkbox"/>	Form1, TS (76948652) ⓘ	● UAT Main 1 (Grade 7 Social Studies)

This action is not reversible.

\* Required

Resume

Reset

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

Students must submit answers in order for their tests to be scored and for your district to receive test results for the students. Students (or their Test Administrators) must click the [Submit Final Answers] button to send students' tests for scoring. After all students in the session have completed the test and submitted their responses, you should lock the students' tests in PearsonAccess<sup>next</sup>.

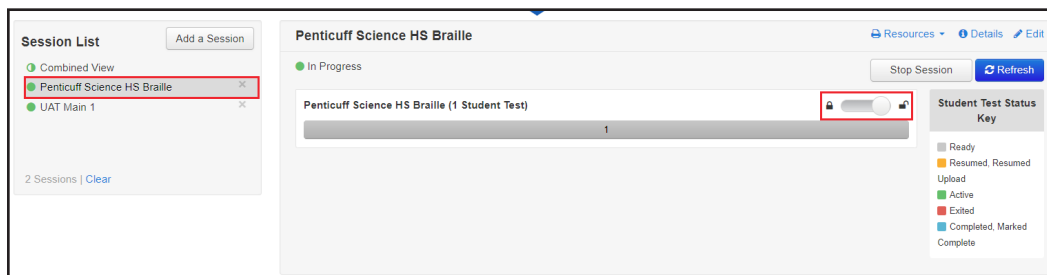
**NOTE:** For more information, refer to Unlock and Lock Student Tests in PearsonAccess<sup>next</sup> under the DeSSA PearsonAccess<sup>next</sup> Test Administration Resources dropdown located at <http://delaware.pearsonaccessnext.com/manuals/>.





To lock all student tests in a session, 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 to lock the test for all students.



For additional information about PearsonAccess<sup>next</sup>, refer to PearsonAccess<sup>next</sup> 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.



**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.**



## 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 and destroy test materials
- ☐ 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. Any exceptions to this requirement are noted in the security manual.

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<sup>next</sup> 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 Section 4.0 of the *DeSSA Test Security Manual* on the DOE website at <https://www.doe.k12.de.us/domain/111>.



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## **Appendix A: Directions for Administration (Printable Version)**

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## Appendix A: Directions for Administration—DeSSA Social Studies and Next Generation Science

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

Steps must be taken in PearsonAccess<sup>next</sup> 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 and Next Generation Science tests are untimed. Allow students all the time they need to complete the tests.

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.

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 both options.

**SAY:** Today you will take a [social studies/science] 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.

**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/DeSSA Next Generation Science] 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, use the script on pages 50–52 now. After reviewing the tools, return to this page and 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 students 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 42–43 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 use the Megaphone button to specify exactly where to start reading. You should select the Megaphone and then choose area of text to be read aloud.

If you use the Play button or the Megaphone button, listen to the entire question before answering it or press the Stop button to stop playing.

Be sure to double check all of your answers before submitting your test.

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 49 and continue with the **SAY** box that begins, “You will take the rest of this test by yourself.”



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

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## 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 make-up session(s) to finish test.
2. A student is removed from test session due to student misbehavior.	Exit student test in TestNav 8 and allow student to return during make-up session(s) to finish test.
3. A testing behavior violation occurs.	Report incident to the DTC. DTC will report the incident to the Office of Assessment according to the procedures in the Security Manual. The STC or DTC should submit an online incident report in the DOE Help Desk.
4. A student is cheating.	Submit an incident report in the DOE Help Desk. Enforce district policies for student misconduct.
5. 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.
6. 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.

## After Testing

When administering an untimed test, students will finish at different times. What students are allowed to do while other students finish is a dilemma. Here is DOE's list of recommended, suggested, and prohibited activities. This list is not complete. If you have doubts about the appropriateness of an activity, contact Dusty Shockley at (302) 857-3391 or [preston.shockley@doe.k12.de.us](mailto:preston.shockley@doe.k12.de.us).

Activity	Status	Rationale
Leave the testing room and report back to regularly scheduled activity	Recommended	Student instructional time is not wasted
Leave the testing room and report to pre-designated, monitored holding area, with or without a scheduled activity	Suggested	Students are engaged
Sit quietly in their seats	Allowed	This will be conducive to a quiet testing environment for others but is difficult for many students
Read a preapproved book or pre-assigned material not related to the tested subject	Suggested	Quiet, not a major security risk
Write in a journal, diary, or on any paper	Prohibited	Security risk that students may transmit item content
Listen to music on their iPod, etc.	Prohibited	Electronic devices are not allowed in the testing room
Use their cell phone	Prohibited	Electronic devices are not allowed in the testing room
Play video games on the computer	Prohibited	Too distracting to other students
Use the computer to research answers to questions they missed	Prohibited	Security risk with other students still testing
Use the computer to communicate	Prohibited	Security risk that students may transmit item content
Use the computer for any other reason	Prohibited	Security risk and too difficult to monitor
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



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## **Appendix C: American Sign Language (ASL)**

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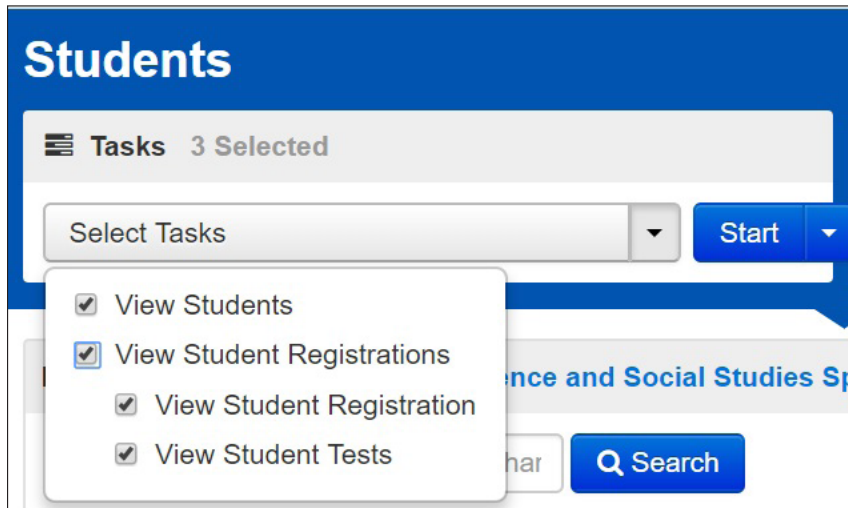






These steps will assign a student to the ASL accommodated test session.

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.

**Tasks for Students**
View Students
View Student Registration
View Student Tests

**Test Filter**

**STUDENT TESTS (9)**

GRADE11, UAT STUDENT 144 (99911144)	
High School Biology	Assigned
GRADE11, UAT STUDENT 148 (99911148)	
High School Biology	Assigned
Grade 11 Social Studies	Assigned
GRADE11, UAT STUDENT 51 (99911051)	
Grade 11 Social Studies	Assigned
GRADE11, UAT STUDENT 52 (99911052)	
High School Biology	Assigned
Grade 11 Social Studies	Assigned
GRADE11, UAT STUDENT 53 (99911053)	
Grade 11 Social Studies	Assigned
GRADE11, UAT STUDENT 54 (99911054)	
High School Biology	Assigned
Grade 11 Social Studies	Assigned

Filter by Test Status  
☐ Complete
☐ Assigned

**TEST DETAILS**  
Grade11, UAT Student 144 (99911144)  
High School Biology  
☒ Assigned  
Organization\*  
UAT School 1 2019 (9991-9991)

**Test Information**  
Type\*  
Online  
Roster Section Name

**Non-Embedded Supports**  
☐ Frequent Breaks ⓘ
☐ Human Scribe ⓘ  
☐ Small Group ⓘ
☐ Scribe ⓘ  
☐ Specified Area/Preferential Seating ⓘ

**Text-to-Speech**  
Text-to-Speech Text and Graphics requires DOE approval.  
Students with Text and Graphics will need to be placed in the Accommodated TTS session type.  
☐ Text-to-Speech ⓘ  
Text-to-Speech Delivery ⓘ

**Main Test Session**  
☒ American Sign Language ⓘ  
Spanish ⓘ

**Translation of Key Terms Test Session**  
Translation of Key Terms Language ⓘ

**Paper Transcription Test Session**  
☐ Paper-Pencil ⓘ

**Braille Transcription Test Session**  
☐ Braille ⓘ



3. Remove the Text-to-Speech Text Only indicator and add ASL Video. To do this, uncheck the box next to “Text-to-Speech” and open the dropdown and select the blank space.

**Text-to-Speech**

**Text-to-Speech Text and Graphics requires DOE approval.**

Students with Text and Graphics will need to be placed in the Accommodated TTS session type.

☒ Text-to-Speech ⓘ

**Text-to-Speech Delivery ⓘ**

Text Only ▼

Text Only

Text and Graphics

4. Next, select the checkbox next to American Sign Language. Then select [Save].

**Text-to-Speech**

**Text-to-Speech Text and Graphics requires DOE approval.**

Students with Text and Graphics will need to be placed in the Accommodated TTS session type.

☐ Text-to-Speech ⓘ

**Text-to-Speech Delivery ⓘ**

▼

**Main Test Session**

☒ American Sign Language ⓘ

**Spanish ⓘ**

▼

5. You must now create the test session. *From Testing > Sessions*, under the Select Tasks dropdown, select “Create/Edit Sessions” and then select [Start].

6. You will see the session details. Under the Session Type dropdown, select “Main.” It is on this page that you can add a student to the session as well. Add the student(s) and then select [Create].



7. Accommodation Indicators will be available in the Test Session, next to the SSID. Check that it says “ASL” next to the SSID to ensure that the student is now in the ASL Session.

<input type="checkbox"/>	SSID		Last Name	First Name
<input type="checkbox"/>	99990001	TTS	Student	Test
<input type="checkbox"/>	00000003	ASL	Four	Sample
<input type="checkbox"/>	00000000	S	One	Sample

8. 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 I.

Find Students In the selected session(s) above

Search

**Filters** Clear Hide

**Organization**  
Select one or more

**SSID**  
Starts with

[Toggle secondary filters](#)

26 Results Displaying 25 Manage Columns

<input type="checkbox"/>	SSID	Last Name	First Name	Middle Name	Username	Session	Student Test Status	Session Type	Form
<input type="checkbox"/>	99911076	SciGrade5	UAT		99911076	9991-9991 - GR5 SCI (Grade 5 Science)	Ready	Main	Grade 5 Science - 19SC05ETSO01000001 (19SC05ETSO01000001)





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## Appendix D: Spanish

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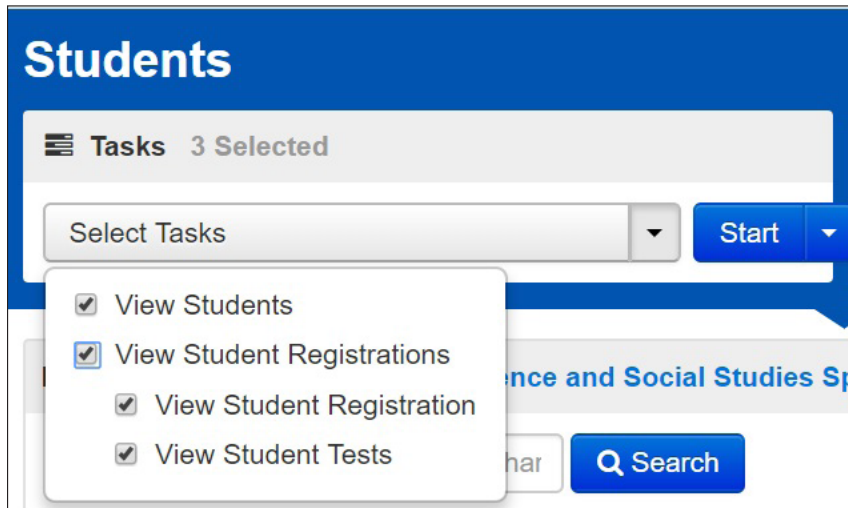






These steps will assign a student to the Spanish accommodated test session.

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.

**Tasks for Students**
View Students
View Student Registration
View Student Tests

**Test Filter**

**STUDENT TESTS (9)**

GRADE11, UAT STUDENT 144 (99911144)	
High School Biology	Assigned
GRADE11, UAT STUDENT 148 (99911148)	
High School Biology	Assigned
Grade 11 Social Studies	Assigned
GRADE11, UAT STUDENT 51 (99911051)	
Grade 11 Social Studies	Assigned
GRADE11, UAT STUDENT 52 (99911052)	
High School Biology	Assigned
Grade 11 Social Studies	Assigned
GRADE11, UAT STUDENT 53 (99911053)	
Grade 11 Social Studies	Assigned
GRADE11, UAT STUDENT 54 (99911054)	
High School Biology	Assigned
Grade 11 Social Studies	Assigned

Filter by Test Status
☐ Complete
☐ Assigned

**TEST DETAILS**

Grade11, UAT Student 144 (99911144)

High School Biology
☒ Assigned

Organization\*
UAT School 1 2019 (9991-9991)

**Test Information**
Type\*
Online
Roster Section Name

**Non-Embedded Supports**
☐ Frequent Breaks ⓘ
☐ Human Scribe ⓘ
☐ Small Group ⓘ
☐ Scribe ⓘ
☐ Specified Area/Preferential Seating ⓘ

**Text-to-Speech**

Text-to-Speech Text and Graphics requires DOE approval.

Students with Text and Graphics will need to be placed in the Accommodated TTS session type.

☐ Text-to-Speech ⓘ
Text-to-Speech Delivery ⓘ

**Main Test Session**
☒ American Sign Language ⓘ
Spanish ⓘ

**Translation of Key Terms Test Session**
Translation of Key Terms Language ⓘ

**Paper Transcription Test Session**
☐ Paper-Pencil ⓘ

**Braille Transcription Test Session**
☐ Braille ⓘ



3. Remove the Text-to-Speech Text Only indicator and add Spanish. To do this, uncheck the box next to “Text-to-Speech” and open the dropdown and select the blank space.

**Text-to-Speech**

**Text-to-Speech Text and Graphics requires DOE approval.**

Students with Text and Graphics will need to be placed in the Accommodated TTS session type.

☒ Text-to-Speech ⓘ

**Text-to-Speech Delivery ⓘ**

Text Only ▼

Text Only

Text and Graphics

4. Next, select Spanish in the dropdown. Then select [Save].

**Text-to-Speech**

**Text-to-Speech Text and Graphics requires DOE approval.**

Students with Text and Graphics will need to be placed in the Accommodated TTS session type.

☐ Text-to-Speech ⓘ

**Text-to-Speech Delivery ⓘ**

▼

**Main Test Session**

☐ American Sign Language ⓘ

**Spanish ⓘ**

Spanish ▼

5. You must now create the test session. From *Testing > Sessions*, under the Select Tasks dropdown, select “Create/Edit Sessions” and then select [Start].

The screenshot shows the 'Sessions' page with a blue header. Below the header, there's a 'Tasks 1 Selected' section. A dropdown menu for 'Select Tasks' is open, showing three options: 'Create / Edit Sessions' (checked), 'Delete Sessions', and 'Add/Remove Students in Sessions'. A red box highlights the 'Start' button next to the dropdown. Another red box highlights the 'Create / Edit Sessions' option in the dropdown. Below the dropdown, there's a 'Show Students in Sessions & Control Sessions' link and a 'Search' button.

6. You will see the session details. Under the Session Type dropdown, select “Main.” It is on this page that you can add a student to the session as well. Add the student(s) and then select [Create].

The screenshot shows the 'New Session' page. It has a 'Create' button in the top right corner. The page is divided into two main sections: 'Test & Form' and 'Scheduling'. In the 'Test & Form' section, 'Session Name' is 'Test', 'Organization' is 'DE CS School (9999-99...)', 'Test Assigned' is 'Grade 5 Science', and 'Session Type' is 'Main' (selected from a dropdown menu). In the 'Scheduling' section, 'Scheduled Start Date' is '2019-01-14', 'Scheduled Start Time' is '01:00 AM', and 'Lab Location' is empty. A red box highlights the 'Main' option in the 'Session Type' dropdown. Another red box highlights the 'Students' section at the bottom, which contains a text input field labeled 'Add students to session'.



7. Accommodation Indicators will be available in the Test Session, next to the SSID. Check that it says “S” next to the SSID to ensure that the student is now in the Spanish session.

<input type="checkbox"/>	SSID	Last Name	First Name
<input type="checkbox"/>	99990001  TTS	Student	Test
<input type="checkbox"/>	00000003  ASL	Four	Sample
<input type="checkbox"/>	00000000 <b>S</b>	One	Sample

8. 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 I.

Find Students

In the selected session(s) above

Search

Filters

Organization

Select one or more

SSID

Starts with

Toggle secondary filters

26 Results

Displaying25Manage Columns

<input type="checkbox"/>	SSID	Last Name	First Name	Middle Name	Username	Session	Student Test Status	Session Type	Form
<input type="checkbox"/>	99911076	SciGrade5	UAT	Student 76	99911076	9991-9991 - GR5 SCI (Grade 5 Science)	<div><div></div>Ready</div>	Main	Grade 5 Science - 19SC05ETSO01000001 (19SC05ETSO01000001)





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## Appendix E: Text-To-Speech

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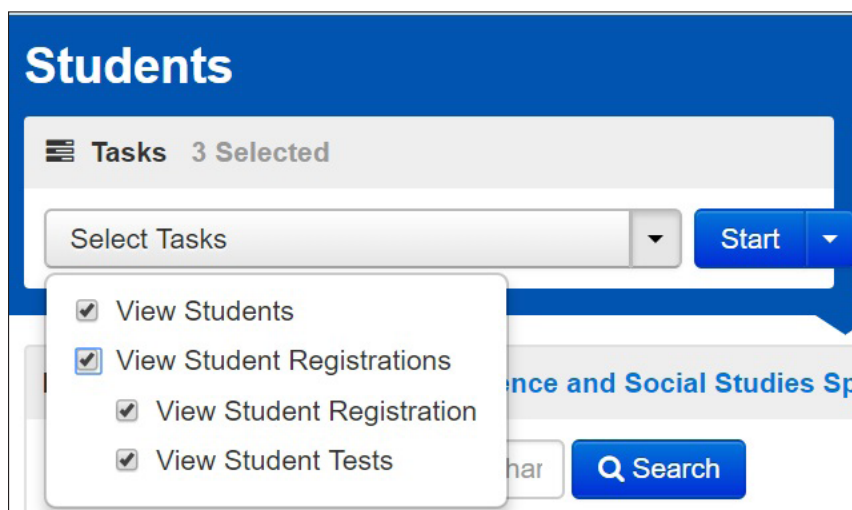






These steps will assign a student to the Text-to-Speech accommodated test session.

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.

**Tasks for Students**
View Students
View Student Registration
View Student Tests

**Test Filter**

**STUDENT TESTS (9)**

GRADE11, UAT STUDENT 144 (99911144)	
High School Biology	Assigned
GRADE11, UAT STUDENT 148 (99911148)	
High School Biology	Assigned
Grade 11 Social Studies	Assigned
GRADE11, UAT STUDENT 51 (99911051)	
Grade 11 Social Studies	Assigned
GRADE11, UAT STUDENT 52 (99911052)	
High School Biology	Assigned
Grade 11 Social Studies	Assigned
GRADE11, UAT STUDENT 53 (99911053)	
Grade 11 Social Studies	Assigned
GRADE11, UAT STUDENT 54 (99911054)	
High School Biology	Assigned
Grade 11 Social Studies	Assigned

Filter by Test Status
☐ Complete
☐ Assigned

**TEST DETAILS**

Grade11, UAT Student 144 (99911144)

High School Biology
☒ Assigned

Organization\*
UAT School 1 2019 (9991-9991)

**Test Information**
Type\*
Online
Roster Section Name

**Non-Embedded Supports**

☐ Frequent Breaks ⓘ
☐ Human Scribe ⓘ

☐ Small Group ⓘ
☐ Scribe ⓘ

☐ Specified Area/Preferential Seating ⓘ

**Text-to-Speech**

Text-to-Speech Text and Graphics requires DOE approval.

Students with Text and Graphics will need to be placed in the Accommodated TTS session type.

☐ Text-to-Speech ⓘ
Text-to-Speech Delivery ⓘ

**Main Test Session**
☒ American Sign Language ⓘ
Spanish ⓘ

**Translation of Key Terms Test Session**
Translation of Key Terms Language ⓘ

**Paper Transcription Test Session**
☐ Paper-Pencil ⓘ

**Braille Transcription Test Session**
☐ Braille ⓘ



3. This accommodation requires that you contact DOE for approval. DOE will then add/update the student test. Once DOE has updated the student test, you will see that the Text-to-Speech Text and Graphics option is available. Select that option and then click [Save].

### Text-to-Speech

**Text-to-Speech Text and Graphics requires DOE approval.**

Students with Text and Graphics will need to be placed in the Accommodated TTS session type.

☒ Text-to-Speech ⓘ

**Text-to-Speech Delivery ⓘ**

Text and Graphics ▼

4. You must now create the test session. The first thing to do is to remove the student from 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].

## Students in Sessions

Go to Sessions »

Tasks 1 Selected

Select Tasks ▼ Start ▼

- ☐ Student Test Statuses
  - ☐ Resume Student Tests
  - ☐ Undo Student Test Submissions
- ☐ Students
  - ☐ Add Students to Sessions
  - ☒ Remove Students from Sessions
  - ☐ Move Students between Sessions
- ☐ Student Tests
  - ☐ View Student Tests

4 Sessions | Clear

Find Students In the selected session(s) above ▼

Search ▼

Filters Clear Hide

Organization Select one or more

SSID Starts with

26 Results

<input type="checkbox"/>	SSID	Last Name	First Name
<input checked="" type="checkbox"/>	99911076	SciGrade5	UAT Student 76

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

**Tasks for Students in Sessions**

Remove Students from Sessions

Remove Students from Sessions

<input type="checkbox"/>	STUDENT NAME (CODE)
<input checked="" type="checkbox"/>	SciGrade5, UAT Student 76 (99911076) <a href="#">i</a>

\* Required

**Remove** Reset

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

**Sessions** [Go to Students in Sessions »](#)

Tasks 1 Selected

Select Tasks **Start**

- ☒ Create / Edit Sessions
- ☐ Delete Sessions
- ☐ Add/Remove Students in Sessions

Show Students in Sessions & Control Sessions

Search



7. You will see the session details. Under the Session Type dropdown, select “Accommodated TTS.” It is on this page that you can add a student to the session as well. Add the student(s) and then select [Create].

**New Session** Create Reset

Session Name\*

Organization\*

Test & Form

Test Assigned\*

☐ Proctor Reads Aloud

Session Type\*

Main

Accommodated TTS

Braille Transcription

Main

Paper Transcription

Translation of Key Terms

Students

Add students to session

Scheduling

Scheduled Start Date\*

Scheduled Start Time  EST

Lab Location

8. Accommodation Indicators will be available in the Test Session, next to the SSID. Check that it says “TTS” next to the SSID to ensure that the student is now in the Text-to-Speech session.

<input type="checkbox"/>	SSID		Last Name	First Name
<input type="checkbox"/>	99990001	TTS	Student	Test
<input type="checkbox"/>	00000003	ASL	Four	Sample
<input type="checkbox"/>	00000000	S	One	Sample

9. 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 I.

Find Students In the selected session(s) above

Search

Filters Clear Hide

Organization

SSID

[Toggle secondary filters](#)

26 Results Displaying 25 Manage Columns

<input type="checkbox"/>	SSID	Last Name	First Name	Middle Name	Username	Session	Student Test Status	Session Type	Form
<input type="checkbox"/>	99911076	SciGrade5	UAT		99911076	9991-9991 - GR5 SCI (Grade 5 Science)	Ready	Main	Grade 5 Science - 19SC05ETSO01000001 (19SC05ETSO01000001)





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## **Appendix F: Translation of Key Terms**

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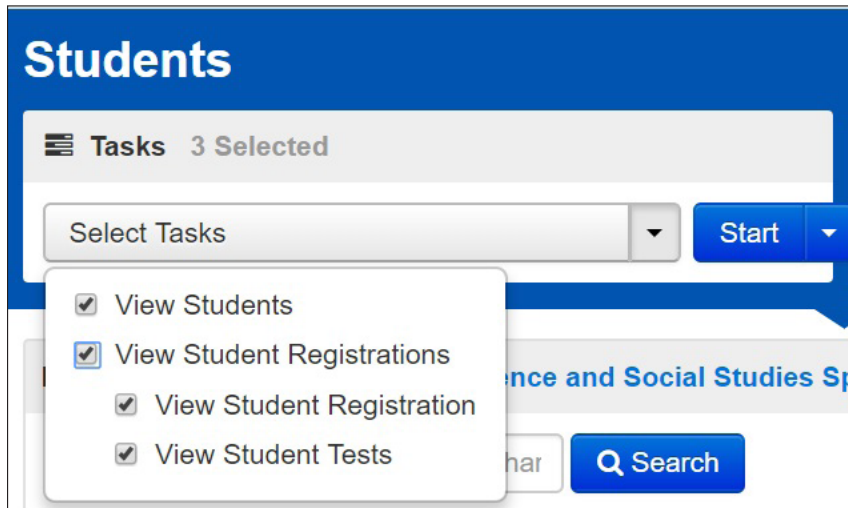






These steps will assign a student to the Translation of Key Terms accommodated test session.

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.

**Tasks for Students**
View Students
View Student Registration
View Student Tests

**Test Filter**

**STUDENT TESTS (9)**

GRADE11, UAT STUDENT 144 (99911144)	
High School Biology	Assigned
GRADE11, UAT STUDENT 148 (99911148)	
High School Biology	Assigned
Grade 11 Social Studies	Assigned
GRADE11, UAT STUDENT 51 (99911051)	
Grade 11 Social Studies	Assigned
GRADE11, UAT STUDENT 52 (99911052)	
High School Biology	Assigned
Grade 11 Social Studies	Assigned
GRADE11, UAT STUDENT 53 (99911053)	
Grade 11 Social Studies	Assigned
GRADE11, UAT STUDENT 54 (99911054)	
High School Biology	Assigned
Grade 11 Social Studies	Assigned

Filter by Test Status  
☐ Complete
☐ Assigned

**TEST DETAILS**  
Grade11, UAT Student 144 (99911144)

High School Biology  
☒ Assigned  
Organization\*  
UAT School 1 2019 (9991-9991)

**Test Information**  
Type\*  
Online  
Roster Section Name

**Non-Embedded Supports**  
☐ Frequent Breaks ⓘ
☐ Human Scribe ⓘ  
☐ Small Group ⓘ
☐ Scribe ⓘ  
☐ Specified Area/Preferential Seating ⓘ

**Text-to-Speech**  
Text-to-Speech Text and Graphics requires DOE approval.  
Students with Text and Graphics will need to be placed in the Accommodated TTS session type.  
☐ Text-to-Speech ⓘ  
Text-to-Speech Delivery ⓘ

**Main Test Session**  
☒ American Sign Language ⓘ  
Spanish ⓘ

**Translation of Key Terms Test Session**  
Translation of Key Terms Language ⓘ

**Paper Transcription Test Session**  
☐ Paper-Pencil ⓘ

**Braille Transcription Test Session**  
☐ Braille ⓘ



- Remove the Text-to-Speech Text Only indicator and add the needed language under the Translation of Key Terms Language dropdown. To do this, uncheck the box next to “Text-to-Speech” and open the dropdown and select the blank space.

**Text-to-Speech**

**Text-to-Speech Text and Graphics requires DOE approval.**

Students with Text and Graphics will need to be placed in the Accommodated TTS session type.

☒ Text-to-Speech ⓘ

**Text-to-Speech Delivery ⓘ**

Text Only ▼

Text Only

Text and Graphics

- Next, select the required language from the dropdown under Translation of Key Terms Language. Then select [Save].

**Translation of Key Terms Test Session**

**Translation of Key Terms Language ⓘ**

▼

Arabic

Chinese (Mandarin)

Haitian/Creole

Korean

Session

4. You must now create the test session. The first thing to do is to remove the student from 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].

The screenshot shows the 'Students in Sessions' interface. At the top, there's a blue header with 'Students in Sessions' and a link 'Go to Sessions »'. Below this, a 'Tasks' section shows '1 Selected'. A dropdown menu is open for 'Select Tasks', listing various actions. The option 'Remove Students from Sessions' is selected and highlighted with a red box. To the right of the dropdown, a 'Start' button is also highlighted with a red box. Below the dropdown, a list of tasks is visible, including 'Student Test Statuses', 'Resume Student Tests', 'Undo Student Test Submissions', 'Students', 'Add Students to Sessions', 'Remove Students from Sessions', 'Move Students between Sessions', 'Student Tests', and 'View Student Tests'. The main content area shows a session titled '9991-9991 - GR5 SCI' with a 'Ready' status. Below this, there's a 'Find Students' section with a search bar and a 'Search' button. At the bottom, there's a 'Filters' section with 'Organization' and 'SSID' filters. A table of results is shown with columns 'SSID', 'Last Name', and 'First Name'. The first row is selected with a red circle around the checkbox.

SSID	Last Name	First Name
99911076	SciGrade5	UAT Student 76



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

### Tasks for Students in Sessions

#### Remove Students from Sessions

☐ **STUDENT NAME (CODE)**

☒ SciGrade5, UAT Student 76 (99911076) [i](#)

\* Required

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

### Sessions

[Go to Students in Sessions »](#)

**Tasks** 1 Selected

☒ Create / Edit Sessions
   
☐ Delete Sessions
   
☐ Add/Remove Students in Sessions

[Show Students in Sessions & Control Sessions](#)

7. You will see the session details. Under the Session Type dropdown, select “Translation of Key Terms.” It is on this page that you can add a student to the session as well. Add the student(s) and then select [Create].

**New Session** Create Reset

**Session Name\***  
Test

**Organization\***  
DE CS School (9999-99... x)

**Test & Form**

**Test Assigned\***  
Grade 5 Science x

☐ Proctor Reads Aloud

**Session Type\***  
Translation of Key Terms x  
Accommodated TTS  
Braille Transcription  
Main  
Paper Transcription  
Translation of Key Terms (highlighted)

**Scheduling**

**Scheduled Start Date\***  
2019-01-14

**Scheduled Start Time**  
01:00 AM EST

**Lab Location**

when there is one or more available.

**Students**  
Add students to session

8. 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 I.

Find Students In the selected session(s) above Search

26 Results Displaying 25 Manage Columns

SSID	Last Name	First Name	Middle Name	Username	Session	Student Test Status	Session Type	Form
99911076	SciGrade5	UAT		99911076	9991-9991 - GR5 SCI (Grade 5 Science)	Ready	Main	Grade 5 Science - 19SC05ETSO01000001 (19SC05ETSO01000001)

**Filters** Clear Hide

**Organization**  
Select one or more

**SSID**  
Starts with

[Toggle secondary filters](#)



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## Appendix G: Paper Transcription

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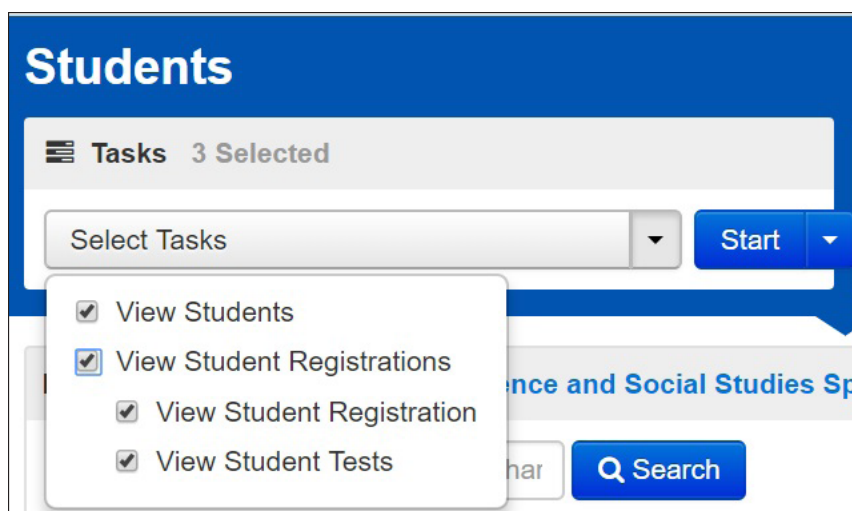






These steps will assign a student to the Paper Transcription accommodated test session. Test Administrators with students taking a paper test should also follow these steps to transcribe the students' responses into the online form for scoring.

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.

**Tasks for Students**
View Students
View Student Registration
View Student Tests

**Test Filter**

**STUDENT TESTS (9)**

GRADE11, UAT STUDENT 144 (99911144)	
High School Biology	Assigned
GRADE11, UAT STUDENT 148 (99911148)	
High School Biology	Assigned
Grade 11 Social Studies	Assigned
GRADE11, UAT STUDENT 51 (99911051)	
Grade 11 Social Studies	Assigned
GRADE11, UAT STUDENT 52 (99911052)	
High School Biology	Assigned
Grade 11 Social Studies	Assigned
GRADE11, UAT STUDENT 53 (99911053)	
Grade 11 Social Studies	Assigned
GRADE11, UAT STUDENT 54 (99911054)	
High School Biology	Assigned
Grade 11 Social Studies	Assigned

Filter by Test Status
☐ Complete
☐ Assigned

**TEST DETAILS**

Grade11, UAT Student 144 (99911144)

High School Biology
☒ Assigned

Organization\*
UAT School 1 2019 (9991-9991)

**Test Information**
Type\*
Online
Roster Section Name

**Non-Embedded Supports**

☐ Frequent Breaks ⓘ
☐ Human Scribe ⓘ

☐ Small Group ⓘ
☐ Scribe ⓘ

☐ Specified Area/Preferential Seating ⓘ

**Text-to-Speech**

Text-to-Speech Text and Graphics requires DOE approval.

Students with Text and Graphics will need to be placed in the Accommodated TTS session type.

☐ Text-to-Speech ⓘ
Text-to-Speech Delivery ⓘ

**Main Test Session**
☒ American Sign Language ⓘ
Spanish ⓘ

**Translation of Key Terms Test Session**
Translation of Key Terms Language ⓘ

**Paper Transcription Test Session**
☐ Paper-Pencil ⓘ

**Braille Transcription Test Session**
☐ Braille ⓘ



3. Remove the Text-to-Speech Text Only indicator and add Paper Transcription. To do this, uncheck the box next to “Text-to-Speech” and open the dropdown and select the blank space.

**Text-to-Speech**  
**Text-to-Speech Text and Graphics requires DOE approval.**  
Students with Text and Graphics will need to be placed in the Accommodated TTS session type.  
☒ Text-to-Speech ⓘ  
**Text-to-Speech Delivery ⓘ**  
Text Only ▼  
Text Only  
Text and Graphics

4. Next, select the checkbox next to Paper-Pencil. Then select [Save].

**Paper Transcription Test Session**  
☒ Paper-Pencil ⓘ

5. You must now create the test session. The first thing to do is to remove the student from 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].

The screenshot shows the 'Students in Sessions' interface. At the top, there's a blue header with 'Students in Sessions' and a link 'Go to Sessions »'. Below this, a 'Tasks' section shows '1 Selected'. A dropdown menu is open for 'Select Tasks', listing various actions. The option 'Remove Students from Sessions' is selected and highlighted with a red box. To the right of the dropdown, a 'Start' button is also highlighted with a red box. Below the dropdown, a list of tasks is visible, including 'Student Test Statuses', 'Resume Student Tests', 'Undo Student Test Submissions', 'Students', 'Add Students to Sessions', 'Remove Students from Sessions' (checked), 'Move Students between Sessions', 'Student Tests', and 'View Student Tests'. The main content area shows a session titled '9991-9991 - GR5 SCI' with options for 'Resources', 'Details', and 'Edit'. Below this, there's a 'Find Students' section with a search bar and a 'Search' button. At the bottom, there's a 'Filters' section with 'Organization' and 'SSID' filters. A table of results is shown with columns for 'SSID', 'Last Name', and 'First Name'. The first row is selected with a red circle around the checkbox, showing SSID '99911076', Last Name 'SciGrade5', and First Name 'UAT Student 76'.

**Students in Sessions** [Go to Sessions »](#)

**Tasks** 1 Selected

Select Tasks Start

- ☐ Student Test Statuses
  - ☐ Resume Student Tests
  - ☐ Undo Student Test Submissions
- ☐ Students
  - ☐ Add Students to Sessions
  - ☒ Remove Students from Sessions
  - ☐ Move Students between Sessions
- ☐ Student Tests
- ☐ View Student Tests

4 Sessions | [Clear](#)

**9991-9991 - GR5 SCI**

[Resources](#) [Details](#) [Edit](#)

Ready

**Find Students** [In the selected session\(s\) above](#)

Search

**Filters** [Clear](#) [Hide](#)

**Organization**

Select one or more

**SSID**

Starts with

26 Results

<input type="checkbox"/>	SSID	Last Name	First Name
<input checked="" type="checkbox"/>	99911076	SciGrade5	UAT Student 76



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

**Tasks for Students in Sessions**

**Remove Students from Sessions**

**Remove Students from Sessions**

<input type="checkbox"/>	STUDENT NAME (CODE)
<input checked="" type="checkbox"/>	SciGrade5, UAT Student 76 (99911076)

\* Required

**Remove** Reset

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

**Sessions** [Go to Students in Sessions »](#)

**Tasks** 1 Selected

Select Tasks

☒ Create / Edit Sessions

☐ Delete Sessions

☐ Add/Remove Students in Sessions

**Start**

Show Students in Sessions & Control Sessions

Search

8. You will see the session details. Under the Session Type dropdown, select “Paper 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].

**New Session** Create Reset

Session Name\*  
Test

Organization\*  
DE CS School (9999-99...)

Test & Form

Test Assigned\*  
Grade 5 Science

☐ Proctor Reads Aloud

Session Type\*  
Braille Transcription  
Accommodated TTS  
Braille Transcription  
Main  
**Paper Transcription**  
Translation of Key Terms

Scheduling

Scheduled Start Date\*  
2019-01-14

Scheduled Start Time  
01:00 AM EST

Lab Location

when there is one or more available.

**Students**  
Add students to session

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 I.

Find Students In the selected session(s) above

Search

Filters Clear Hide

Organization  
Select one or more

SSID  
Starts with

[Toggle secondary filters](#)

26 Results Displaying 25 Manage Columns

SSID	Last Name	First Name	Middle Name	Username	Session	Student Test Status	Session Type	Form
<input type="checkbox"/> 99911076	SciGrade5	UAT		99911076	9991-9991 - GR5 SCI (Grade 5 Science)	<span>Ready</span>	Main	Grade 5 Science - 19SC05ETSO01000001 (19SC05ETSO01000001)

10. 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. 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 the test in 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 test to the online test.

For Social Studies, you will enter responses into TestNav exactly as they appear in the student’s test book.

The Science online transcription form has Technology Enhanced Items (TEIs), which means that some items require the Test Administrator to interact with them. While the paper test the student completed has a very similar item, you will be responding to those items in different ways. For example, where a student might have drawn a line in the paper test, you might be dragging and dropping the line into the proper location using Testnav. You will need to manipulate the item to match what the student has done on paper. **It is critical that you do**



exactly what the student has done on the paper test and that you call the help desk if you run into any problems.

11. Find the students' log in information through *Testing > Students in Sessions*. Under the Resources dropdown, you will print the Student Testing Ticket. You can either select "Print all for this session," or "Print selected for this session."

**Students in Sessions** Go to Sessions »

Tasks 0 Selected

Select Tasks Start Manage

**Session List**

Add a Session

Penticuff Science HS Braille

1 Sessions | Clear

**Penticuff Science HS Braille**

Ignore Schedule Resources Details Edit

In Progress

High School Bi

STUDENT TESTING TICKETS

Print all for this session

Print selected for this session

12. The Student Testing Ticket will have the Username and Password you will use to log into TestNav 8.

Select a print format 1 Per Page

## STUDENT TESTING TICKET

**Student:** Gr5, Paper  
**SSID:** 05000002  
**Session:** G5 Penticuff Paper  
**Date of Birth:** 2019-01-01  
**Test:** Grade 5 Science

You are authorized to take the electronic version of this test. You will be asked to provide the following information in order to access the test on the device. Please wait for the instructions from the test monitor before proceeding.

Select **Delaware** in the application.

**Username:** 4959173589 **Password:** 2f9bee

Student Signature: \_\_\_\_\_

13. You will now log into TestNav as the student.

14. Use the student's responses to answer to 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.






16. When you are satisfied that you have entered every answer as the student intended, submit the test.


**Congratulations! You have finished!**

## End of Section 1: Science

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



All Questions  
Answered



Bookmarks

**Submit Final Answers**





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## Appendix H: Braille Transcription

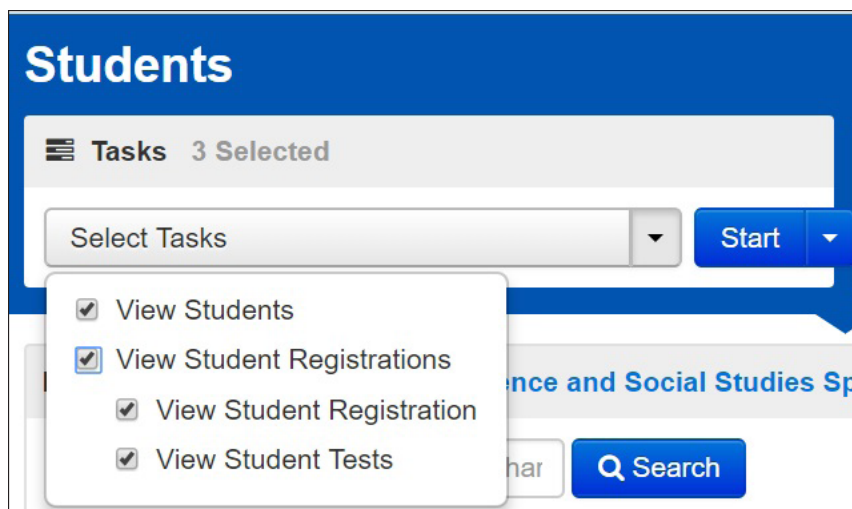
---





These steps will assign a student to the Braille Transcription accommodated test session. Test Administrators with students taking a 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.

**Tasks for Students**
View Students
View Student Registration
View Student Tests

**Test Filter**

**STUDENT TESTS (9)**

GRADE11, UAT STUDENT 144 (99911144)	
High School Biology	Assigned
GRADE11, UAT STUDENT 148 (99911148)	
High School Biology	Assigned
Grade 11 Social Studies	Assigned
GRADE11, UAT STUDENT 51 (99911051)	
Grade 11 Social Studies	Assigned
GRADE11, UAT STUDENT 52 (99911052)	
High School Biology	Assigned
Grade 11 Social Studies	Assigned
GRADE11, UAT STUDENT 53 (99911053)	
Grade 11 Social Studies	Assigned
GRADE11, UAT STUDENT 54 (99911054)	
High School Biology	Assigned
Grade 11 Social Studies	Assigned

**TEST DETAILS**

Grade11, UAT Student 144 (99911144)

High School Biology
☒ Assigned

**Organization\***  
UAT School 1 2019 (9991-9991)

**Test Information**

**Type\***  
Online

**Roster Section Name**

**Non-Embedded Supports**

☐ Frequent Breaks ⓘ
☐ Human Scribe ⓘ

☐ Small Group ⓘ
☐ Scribe ⓘ

☐ Specified Area/Preferential Seating ⓘ

**Text-to-Speech**

Text-to-Speech Text and Graphics requires DOE approval.

Students with Text and Graphics will need to be placed in the Accommodated TTS session type.

☐ Text-to-Speech ⓘ

**Text-to-Speech Delivery ⓘ**

**Main Test Session**

☒ American Sign Language ⓘ

**Spanish ⓘ**

**Translation of Key Terms Test Session**

**Translation of Key Terms Language ⓘ**

**Paper Transcription Test Session**

☐ Paper-Pencil ⓘ

**Braille Transcription Test Session**

☐ Braille ⓘ



3. Remove the Text-to-Speech Text Only indicator and add Braille. To do this, uncheck the box next to “Text-to-Speech” and open the dropdown and select the blank space.

**Text-to-Speech**

**Text-to-Speech Text and Graphics requires DOE approval.**

Students with Text and Graphics will need to be placed in the Accommodated TTS session type.

☒ Text-to-Speech ⓘ

**Text-to-Speech Delivery ⓘ**

Text Only ▼

Text Only

Text and Graphics

4. Next, select the checkbox next to Braille. Then select [Save].

**Braille Transcription Test Session**

☒ Braille ⓘ

5. You must now create the test session. The first thing to do is to remove the student from 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].

The screenshot shows the 'Students in Sessions' interface. At the top, there's a blue header with 'Students in Sessions' and a link 'Go to Sessions »'. Below this, a 'Tasks' section shows '1 Selected'. A dropdown menu for 'Select Tasks' is open, displaying a list of tasks. The task 'Remove Students from Sessions' is selected and highlighted with a red box. To the right of the dropdown, a 'Start' button is also highlighted with a red box. Below the dropdown, there's a section for '9991-9991 - GR5 SCI' with links for 'Resources', 'Details', and 'Edit'. A 'Ready' status is shown. Below this, there's a 'Find Students' section with a search bar and a 'Search' button. At the bottom, there's a 'Filters' section with 'Organization' and 'SSID' filters. A table shows 26 results, with the first row selected (indicated by a red circle around the checkbox).

SSID	Last Name	First Name
99911076	SciGrade5	UAT
		Student 76





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

**Tasks for Students in Sessions**

**Remove Students from Sessions**

**Remove Students from Sessions**

<input type="checkbox"/>	STUDENT NAME (CODE)
<input checked="" type="checkbox"/>	SciGrade5, UAT Student 76 (99911076) <a href="#">i</a>

\* Required

**Remove** Reset

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

**Sessions** [Go to Students in Sessions »](#)

**Tasks 1 Selected**

Select Tasks **Start**

- ☒ Create / Edit Sessions
- ☐ Delete Sessions
- ☐ Add/Remove Students in Sessions

[Show Students in Sessions & Control Sessions](#) Search

8. You will see the session details. Under the Session Type dropdown, select “Paper 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].

**New Session** Create Reset

**Session Name\***  
Test

**Organization\***  
DE CS School (9999-99...)

**Test & Form**

**Test Assigned\***  
Grade 5 Science

☐ Proctor Reads Aloud

**Session Type\***  
Braille Transcription  
Accommodated TTS  
Braille Transcription  
Main  
**Paper Transcription**  
Translation of Key Terms

when there is one or more available.

**Students**  
Add students to session

**Scheduling**

**Scheduled Start Date\***  
2019-01-14

**Scheduled Start Time**  
01:00 AM EST

**Lab Location**



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 I.

Find Students In the selected session(s) above Search

26 Results Displaying 25 Manage Columns

**Filters** Clear Hide

**Organization**

Select one or more

**SSID**

Starts with

[Toggle secondary filters](#)

SSID	Last Name	First Name	Middle Name	Username	Session	Student Test Status	Session Type	Form
99911076	SciGrade5	UAT		99911076	9991-9991 - GR5 SCI (Grade 5 Science)	Ready	Main	Grade 5 Science - 19SC05ETSO01000001 (19SC05ETSO01000001)

10. Once the student has completed testing on the braille form, 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 the test in 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 braille form to the online test.

For Social Studies, you will enter responses into TestNav exactly as they appear in the student's braille form.

The Science online transcription form has Technology Enhanced Items (TEIs), which means that some items require the Test Administrator to interact with them. While the braille form the student completed has a very similar item, you will be responding to those items in different ways. For example, where a student might have drawn a line in the paper test, you might be dragging and dropping the line into the proper location using Testnav. You will need to manipulate the item to match what the student has done on the braille form. **It is critical that you do exactly what the student has done on the braille form and that you call the help desk if you run into any problems.**

11. Find the students' log in information through *Testing > Students in Sessions*. Under the Resources dropdown, you will print the Student Testing Ticket. You can either select "Print all for this session," or "Print selected for this session."

**Students in Sessions** Go to Sessions »

Tasks 0 Selected

Select Tasks Start Manage

**Session List**

Add a Session

Penticuff Science HS Braille

1 Sessions | Clear

**Penticuff Science HS Braille**

Ignore Schedule Resources Details Edit

In Progress

High School Bi

STUDENT TESTING TICKETS

Print all for this session

Print selected for this session

12. The Student Testing Ticket will have the Username and Password you will use to log into TestNav 8.

Select a print format 1 Per Page

**STUDENT TESTING TICKET**

Student: Gr5, Paper  
 SSID: 05000002  
 Session: G5 Penticuff Paper  
 Date of Birth: 2019-01-01  
 Test: Grade 5 Science

You are authorized to take the electronic version of this test. You will be asked to provide the following information in order to access the test on the device. Please wait for the instructions from the test monitor before proceeding.

Select **Delaware** in the application.

**Username:** 4959173589 **Password:** 2f9bee

Student Signature: \_\_\_\_\_



13. You will now log into TestNav as the student.

Delaware

## Sign In

Username

Password

Sign In

Test Audio

14. Use the student's responses to answer to 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.

Review

TestNav User

### f Section 1: Science

Click the Review button above to go back and review your answers. When you are ready, click the Submit button below to submit your answers.

All Questions Answered

Bookmarks

Submit >>

Question 1

Question 2

Question 3

Question 4

Question 5

End of Section

5 All Questions

0 Not Answered


0 Bookmarks

16. When you are satisfied that you have entered every answer as the student intended, submit the test.


**Congratulations! You have finished!**

## End of Section 1: Science

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



All Questions  
Answered



Bookmarks

**Submit Final Answers**



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## Appendix I: Form IDs

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

Grade	Form Type	8th and 9th Characters of Form ID	Example
<b>Main</b>	TTS (text only)	TS	19SC05ET <b>SO</b> 01000001
	ASL	AS	19SS07EA <b>SO</b> 01000000
	Spanish	NA	19SS04S <b>NAO</b> 01000001
<b>Keyword</b>	Keyword Translation	TR	19SC08ET <b>RO</b> 01000007
<b>Accom TTS</b>	Accommodated TTS (text+graphics)	TG	19BIHSET <b>GO</b> 01000000
<b>Paper</b>	Paper Transcription	PT	19SC05EP <b>TO</b> 01000000
<b>Braille</b>	Braille Paper Transcription	BT	19BIHSE <b>BT</b> O01000000
		-or- PT	19SS11EP <b>TO</b> 01000000





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## **Appendix J: Quick Links for PearsonAccess<sup>next</sup> and TestNav 8**

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## Appendix J: Quick Links for PearsonAccess<sup>next</sup> and TestNav 8

Topic or Task	Can be found at
<b>PearsonAccess<sup>next</sup></b>	
Training modules covering a variety of tasks	<a href="https://support.assessment.pearson.com/x/H4BIAQ">https://support.assessment.pearson.com/x/H4BIAQ</a>
Add students to a test session	<a href="https://support.assessment.pearson.com/x/K4Dy">https://support.assessment.pearson.com/x/K4Dy</a>
Create a session	<a href="https://support.assessment.pearson.com/x/KoDy">https://support.assessment.pearson.com/x/KoDy</a>
Lock a test	<a href="https://support.assessment.pearson.com/x/eQ5gAQ">https://support.assessment.pearson.com/x/eQ5gAQ</a>
Prepare a Test Session	<a href="https://support.assessment.pearson.com/x/JoDy">https://support.assessment.pearson.com/x/JoDy</a>
Retrieve resources for an online test (including sessions rosters)	<a href="https://support.assessment.pearson.com/x/HxpgAQ">https://support.assessment.pearson.com/x/HxpgAQ</a>
Resume a test	<a href="https://support.assessment.pearson.com/x/JIDy">https://support.assessment.pearson.com/x/JIDy</a>
Start a session	<a href="https://support.assessment.pearson.com/x/JoDy">https://support.assessment.pearson.com/x/JoDy</a>
System basics (log in, reset password, change organization, change test administration, understand system layout)	<a href="https://support.assessment.pearson.com/x/DIDy">https://support.assessment.pearson.com/x/DIDy</a>
System Requirements	<a href="https://support.assessment.pearson.com/x/NYDy">https://support.assessment.pearson.com/x/NYDy</a>
Unlock a test	<a href="https://support.assessment.pearson.com/x/eQ5gAQ">https://support.assessment.pearson.com/x/eQ5gAQ</a>
View a session	<a href="https://support.assessment.pearson.com/x/KYDy">https://support.assessment.pearson.com/x/KYDy</a>
View and edit student records	<a href="https://support.assessment.pearson.com/x/HoDy">https://support.assessment.pearson.com/x/HoDy</a>
View student test details	<a href="https://support.assessment.pearson.com/x/UwMcAQ">https://support.assessment.pearson.com/x/UwMcAQ</a>
<b>TestNav 8</b>	
Accessibility Tools	<a href="https://support.assessment.pearson.com/x/NwACAQ">https://support.assessment.pearson.com/x/NwACAQ</a>
Early Warning System	<a href="https://support.assessment.pearson.com/x/NQACAQ">https://support.assessment.pearson.com/x/NQACAQ</a>
Network Requirements and Guidelines	<a href="https://support.assessment.pearson.com/x/AxZgAQ">https://support.assessment.pearson.com/x/AxZgAQ</a>
ProctorCache Overview	<a href="https://support.assessment.pearson.com/x/NgACAQ">https://support.assessment.pearson.com/x/NgACAQ</a>
ProctorCache, Set Up and Use	<a href="https://support.assessment.pearson.com/x/HAACAQ">https://support.assessment.pearson.com/x/HAACAQ</a>
ProctorCache System Requirements	<a href="https://support.assessment.pearson.com/x/PQACAQ">https://support.assessment.pearson.com/x/PQACAQ</a>
Submit a Test	<a href="https://support.assessment.pearson.com/x/IAACAQ">https://support.assessment.pearson.com/x/IAACAQ</a>
System Layout	<a href="https://support.assessment.pearson.com/x/IAACAQ">https://support.assessment.pearson.com/x/IAACAQ</a>
System Requirements	<a href="https://support.assessment.pearson.com/x/HwYcAQ">https://support.assessment.pearson.com/x/HwYcAQ</a>
TestNav Tools	<a href="https://support.assessment.pearson.com/x/MwACAQ">https://support.assessment.pearson.com/x/MwACAQ</a>





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## **Appendix K:**

# **TestNav 8 Keyboard Navigation**

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## Appendix K: 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)
[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

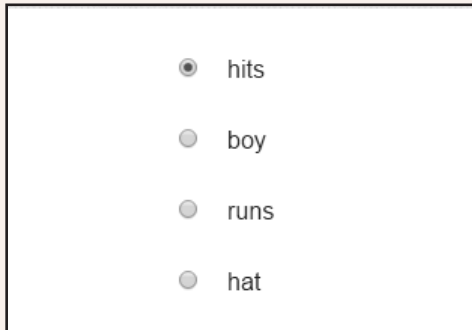
1. Press **[Tab]** twice to get to the screen's **[Back Arrow]**. This is the first option on the menu bar.
2. Press **[Tab]** to navigate through the options in the menu bar.
3. When the desired option is outlined, press **[Enter]** or **[Return]** to use the tool or option.

### 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

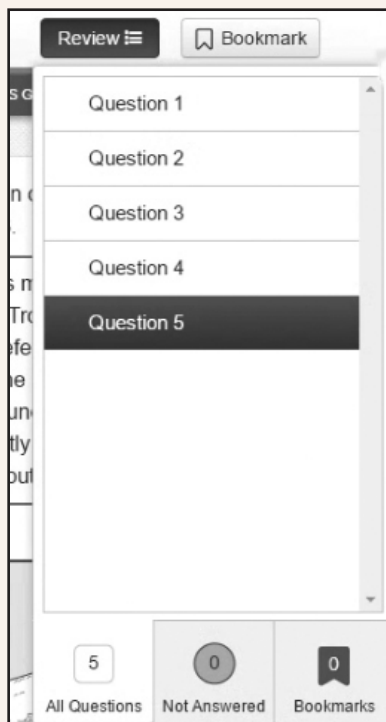
2. When the black dot is next to the answer choice that you want, press **[Tab]** until the **[Next Arrow]** in the menu bar is selected.
3. Press **[Enter]** or **[Return]** to move to the next question.



## 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





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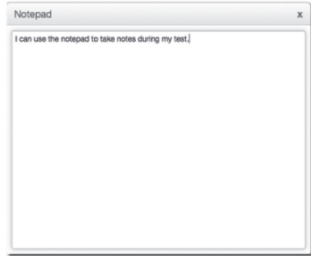
## **Appendix L:** **Universal Tools, Embedded** **Accommodations, and Non-Embedded** **Accommodations**

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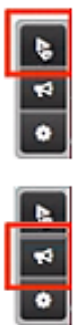
A number of tools, supports, and accommodations are available to students assessed with the DeSSA Social Studies and Next Generation Science Assessments. Some tools, designated supports, and accommodations will be embedded in TestNav 8. Others will be available outside of the testing software. These tools, supports, and accommodations are described in the following tables.

NOTE: Ensure that the Text-to-Speech function is not actively running before using these tools. For example, if the megaphone is being used, a student cannot use the answer masking tool.

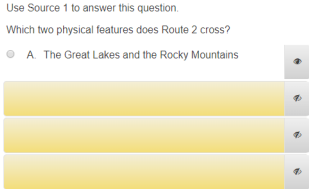
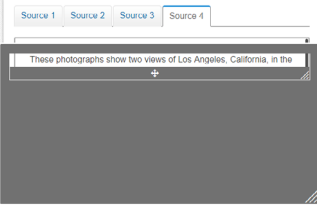
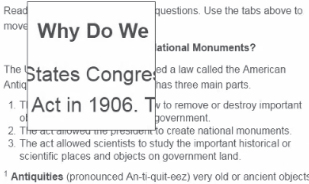
### Universal Tools—Embedded

Universal Tools—Embedded	Location	Description
<b>Answer Eliminator</b> 	TestNav 8 Toolbar	Students can visually eliminate (with a red X) one or more answers.
<b>Five Function Calculator</b> (Science Grade 8 and High School Biology only) 	TestNav 8 Toolbar	Provides five functions: addition, subtraction, divisions, multiplication, and square root. This tool is available on Science Grade 8 and Biology forms only.
<b>Highlighter</b>  er on the map indicate:	Activated by selecting text	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.
<b>Notepad</b> 	TestNav 8 Toolbar	Students can type notes while testing.



<b>Text-to-Speech—Text Only*</b> 	Right side of window	<p>Students can hear the text of items and stimuli/ passages (excluding simulations) read aloud through embedded text-to-speech software. Students can use the feature by selecting the play button to play from the beginning.</p> <p>Alternatively, students can use the megaphone icon to specify where to start reading. Students should click on the megaphone and then choose the area of text to be read aloud. NOTE: Turn off the megaphone before using other tools.</p> <p><i>* Text-to-Speech—Text Only will be available on all forms except for Spanish and American Sign Language.</i></p>
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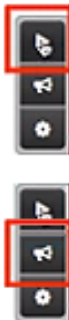
## Universal Tools—Non-Embedded

Universal Tools—Non-Embedded	Location	Description
Breaks		Breaks of up to 20 minutes are permitted at the Test Administrator's discretion.
<b>Answer Masking</b>  	User Drop-down Menu	Students can visually mask answers and reveal one or more answers at a time by clicking an eye icon.
<b>Line Reader Mask</b>  	User Drop-down Menu	Students can mask an item and reveal portions of the item through an adjustable window.
<b>Magnifier</b>  	User Drop-down Menu	Students can select “Enable Magnifier” to open a square tool that magnifies text when dragged over it.





## Embedded Accommodations

Accommodations— Embedded	Description	
<b>American Sign Language</b> 	Right side of screen	Students can view a video in which a person translates the item text to ASL.
<b>Braille</b>	Separate paper form	Students can take the test on a Braille version of the paper form.
<b>Spanish</b>		Students can listen to an item translated from English into Spanish. The user interface of TestNav 8 will remain in English.
<b>Text-to-Speech—Text and Graphics</b> 	Right side of screen	<p>Students can hear graphics described and listen to text read aloud.</p> <p>Students can use the feature by selecting the play button to play from the beginning.</p> <p>Alternatively, students can use the megaphone icon to specify where to start reading. Students should click on the megaphone and then choose the area of text to be read aloud. NOTE: Turn off the megaphone before using other tools.</p> <p>DDOE Approval is needed for students to test the Text to Speech Accommodated form.</p>
<b>Translation of key terms</b>		Students can access translations of key terms in Arabic, Haitian Creole, Korean, or Mandarin Chinese as specified on the student's test tab in PearsonAccess <sup>next</sup> .

## Non-Embedded Accommodations

Accommodations—Non-Embedded	Location	Description
<b>Frequent Breaks</b>	N/A	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.
<b>Small Group</b>	N/A	A small group is a subset of a larger testing group assessed in a separate location. There is no specific number defined for a small group, but two to eight students are typical. 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. If selecting small group, it is NOT necessary to also select separate setting.
<b>Specified Area/Preferential Seating</b>	N/A	You may enter additional information about this feature in the text field.
<b>Scribe (Approval by DDOE Required)</b>	N/A	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.
<b>Paper/Pencil Transcription</b>	N/A	Students taking paper-based forms will need to have their work transcribed into an online form by the Test Administrator. See Appendix X for more information.
<b>Human Scribe</b>	N/A	<p>Students dictate their responses to a human who records verbatim what they dictate. Students must have a documented need in their IEP/504 plan and must have used this support during the school year.</p> <p>A human scribe can be used for data entry on the Online, Paper-Pencil, or any of the other forms. The Human Scribe would follow guidelines as stipulated.</p>



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## **Appendix M: Paper Administrations**

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## Appendix M: Paper Administrations— DeSSA Social Studies and Next Generation Science

### Introduction

Paper administrations of the DeSSA Social Studies and Next Generation Science assessments are available for students whose IEP or Section 504 plan specifies this accommodation. All others must take the online version of the assessments. The assessment window for paper testing is April 1, 2019–April 30, 2019. Testing must be completed and Test Administrators must transcribe student responses into PearsonAccess<sup>next</sup> by the close of the assessment window.

Note that although some students will test on paper, 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 tests, the Test Administrator has the additional task of transcribing student responses into TestNav 8 after testing is completed.



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. These orders can be placed during the Additional Orders Window from March 11, 2019, to April 23, 2019. Orders must be placed in PearsonAccess<sup>next</sup>.

#### Materials Available to Order

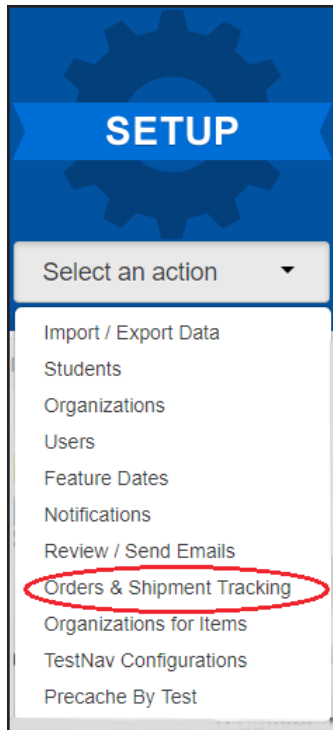
- Test books
- Social Studies Braille Test Book Kits
- Science UEB with Nemeth Braille Test Book Kits
- Science UEB Math Braille Test Book Kits



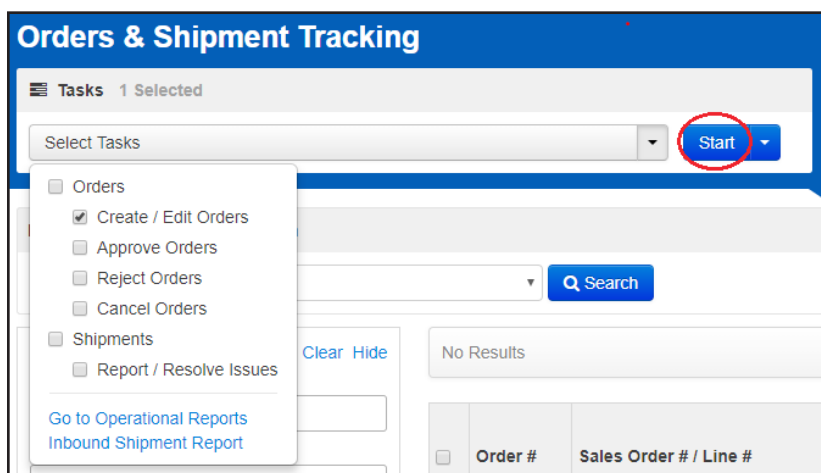
## To Create an Order for Additional Materials

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 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*, 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. When the materials are received, District Test Coordinators must follow these steps to verify the shipment:

### 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 were received can be saved and reused to ship the materials back.

### Materials for the Paper Test Sessions

Students will need the following materials to complete the DeSSA Social Studies paper test:

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

Students will need the following materials to complete the DeSSA Next Generation Science 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 and Next Generation Science assessments:

- *Online Test Administration Manual for DeSSA Social Studies and Next Generation Science 2019*
- 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<sup>next</sup>.

### 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
- ☐ Start and monitor test sessions
- ☐ Allow time for questions before beginning the testing period

### 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
- ☐ Transcribe student responses into TestNav 8
- ☐ 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. Ask the student to clarify which answer they intended to select if needed. For more information about Paper Transcription, refer to Appendix G.
- ☐ Report all test security incidents
- ☐ Return secure materials to the School Test Coordinator

## Directions for Administration—DeSSA Social Studies and Next Generation Science, 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 and Next Generation Science 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 5–7 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 both options.

**SAY:** Today you will take a [social studies/science] test. 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 [social studies/science] and show your grade? 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 questions requiring a written response, write your answer on the lines provided.

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, collect their test books and scratch paper. Then direct them to approved activities as described in Appendix B.



Students taking the Science Grade 8 and Biology paper test will encounter some items that make use of a simulation. Using a computer, these students will access the simulations in the online paper transcription test. See steps 11–13 in Appendix G for instructions on logging into the online paper transcription test.

The items that make use of a simulation will clearly direct students to run the simulation in the online test.



If students do not have access to a computer, the Test Administrator should call the Pearson HelpDesk at 888-827-1089 **at least** 10 days before administering the test. A representative from Pearson will contact the Test Administrator directly with instructions.



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.



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## **Appendix N:**

### **Glossary of Terms, Abbreviations, and Acronyms**

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## Appendix M: Glossary of Terms, Abbreviations, and Acronyms

<b>A</b>	
ASL	American Sign Language
<b>D</b>	
DDOE	Delaware Department of Education
DELSIS	Delaware Student Information System
DeSSA	Delaware System of Student Assessments
DTC	District Test Coordinator
<b>E</b>	
ELA	English Language Arts
ELL	English Language Learner
EOC	End-of-Course
<b>I</b>	
IEP	Individual Education Plan
IMS	Identity Management System
ISO	Information Security Officer
<b>N</b>	
NGSS	Next Generation Science Standards
<b>P</b>	
PAN	PearsonAccess <sup>next</sup> , Pearson's online assessment management system for online and paper testing
<b>S</b>	
SSID	Statewide Student Identifier
STC	School Test Coordinator
<b>T</b>	
TA	Test Administrator
TAM	Test Administration Manual
TDS	Test Delivery System
TestNav	Pearson's student test delivery platform
TTS	Text-to-Speech







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