

TEST ADMINISTRATION MANUAL

Spring 2016



Idaho Standards Achievement Tests



Idaho End-of-Course Science



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General Information

Introduction

Data Recognition Corporation (DRC) is the provider of the Idaho End-of-Course (EOC) Science and the Idaho Standards Achievement Tests (ISAT) Science Assessments. The Spring 2016 EOC Science test is an NCLB participation requirement that will be administered once to students in grades 10–12 completing a biology and/or chemistry course. The Spring 2016 ISAT Science will be administered to all students in grades 5 and 7.

This Test Administration Manual (TAM) will cover setup, practice, and administration of the Spring 2016 EOC Science and ISAT Science tests. Please take the time to read this manual and follow the procedures, as they are essential to a successful online administration of the assessments. This manual should be reviewed by all Technical Coordinators, Test Coordinators, Test Administrators, and Proctors who will participate in the Spring 2016 EOC Science and/or ISAT Science Assessments.

Important Notes for Spring 2016

Per Idaho’s Student Data Privacy law (Senate Bill 1296), identifying student information can not be shared via email.

 Student Upload Process:

Beginning in 2016, districts will be responsible for uploading their student data into eDIRECT (<https://id.drcedirect.com>) using the Upload Multiple Students functionality. ISEE files will no longer be used as the source of student data in eDIRECT. Students may still be manually added to eDIRECT, but this feature captures limited student information and should be used only for new students who must be tested the same day as they are added. Districts adding students manually into eDIRECT should then upload the complete student data record before the testing window closes.

Districts may upload students beginning on **January 25, 2016, for EOC Science** and **March 7 for ISAT Science**.

 Invalidations and Reactivations/Unlocks:

The Idaho State Department of Education (SDE) is **no longer requiring** districts to complete the Invalidation Request Form and receive SDE approval prior to invalidating student tests. District Test Coordinators will approve such requests from their associated schools. For instructions on how to invalidate a test, see page 94.

The Idaho State Department of Education is also **no longer requiring** District Test Coordinators to complete the District ISAT Reactivation and Pre-Authorization for Multiple Day Reactivations Request Form and receive SDE approval prior to unlocking student tests. Tests in an “In Progress” status will lock automatically at midnight each night and must be unlocked by the District Test Coordinator before the student may resume testing. For instructions on unlocking tests, see page 97.

Only District Test Coordinators or School Coordinators may invalidate or unlock a test.



New Supported Devices:

Beginning in 2016, Chromebooks, iPads, and Android Devices will be supported for online testing.



Windows XP, Mac 10.6.8, and Windows Server 2003:

Windows XP and Mac 10.6.8 are no longer supported for online testing and will be blocked. Windows Server 2003, Windows XP, and Mac 10.6.8 are no longer supported for the Testing Site Manager (TSM).



Device Toolkit:

Testing devices will be configured and managed in eDIRECT using the Device Toolkit. See page 66 and the INSIGHT Technology User Guide for more information on the Device Toolkit.

Audio Online Accommodation:

A Testing Site Manager (TSM) with content caching is required for the audio online accommodation and the “Enable TTS” checkboxes must be checked within the TSM. For more information on configuring devices for an audio accommodation, see the INSIGHT Technology User Guide. Please work with your Technology Coordinator to ensure the audio online accommodation is correctly configured before testing begins.

Accommodated Materials:

Districts may place orders for accommodated test materials directly into eDIRECT. See the Ordering Accommodated Materials section of this manual (pages 48–49) for instructions. The windows for ordering these materials for receipt by the beginning of the testing windows are as follows:

- EOC Science – January 4–8, 2016
- ISAT Science – February 16–26, 2016

Orders for accommodated materials may continue to be placed until May 6, 2016.

Students to be Tested

End-of-Course (EOC) Science

The Spring 2016 End-of Course (EOC) Science is an operational exam that will be administered to all students in grades 10 through 12 who have completed a biology and/or chemistry course. All students will take the EOC Science on the computer unless a student’s Individualized Education Plan (IEP), 504, or ELP plan requires an accommodated material.

Idaho Standards Achievement Tests (ISAT) Science

The Spring 2016 Idaho Standards Achievement Tests (ISAT) Science will be administered to all students in grades 5 and 7.

All science students enrolled in grades 5 and 7 in regular and special education programs will take the ISAT Science on the computer unless a student’s Individualized Education Plan (IEP), 504, or ELP plan requires an accommodated material.

EOC Science Key Dates

SPRING 2016 EOC SCIENCE	DATE
Spring 2016 manuals and installers available on eDIRECT	January 4, 2016
Spring 2016 EOC Science Student Tutorials and Online Tools Trainings available on eDIRECT	January 4, 2016
Additional Materials available on eDIRECT to order accommodated materials	Beginning January 4, 2016
Deadline to order accommodated materials (<i>in order to receive by the start of the testing window</i>)	January 8, 2016
eDIRECT Test Setup available	Beginning January 25, 2016
Districts may begin to upload student data	Beginning January 25, 2016
Test Tickets available for printing	Beginning January 25, 2016
Review student roster for testing and update status as needed (i.e., Accommodation, Withdrawn)	Beginning January 25, 2016
Confirm all accommodations are properly marked in eDIRECT prior to printing Test Tickets	Beginning January 25, 2016
Attend <i>Spring 2016 Regional Trainings</i>	February 1–5, 2016
Spring 2016 accommodated test materials arrive in district	Beginning February 1, 2016
Confirm with Technology Coordinators that all devices designated for audio accommodation have been set up prior to testing	Beginning February 1, 2016
Spring 2016 EOC Science test window begins	February 8, 2016
Final day to order accommodated materials	May 6, 2016
Last day for paper/pencil testing	May 13, 2016
Return of all accommodated test materials	By May 13, 2016
Complete participating student data records must be uploaded into eDIRECT by	May 20, 2016 4 p.m. MST
End of Spring 2016 EOC Science test window	May 20, 2016 4 p.m. MST
eDIRECT Test Setup closes	May 20, 2016 4 p.m. MST
Parent Brochures arrive in district	May 23, 2016
Final Individual Student Reports posted on eDIRECT	June 3, 2016
Remaining School/District/State Reports posted on eDIRECT	June 17, 2016
All Parent Brochures and Individual Student Reports are provided to parents/guardians of students at the discretion of the district	June 24, 2016

ISAT Science Key Dates

SPRING 2016 ISAT SCIENCE	DATE
Attend <i>Spring 2016 Regional Trainings</i>	February 1–5, 2016
Additional Materials available on eDIRECT to order accommodated materials	Beginning February 16, 2016
Spring 2016 manuals and installers available on eDIRECT*	Beginning February 16, 2016
Deadline to order accommodated materials (<i>in order to receive by the start of the testing window</i>)	February 26, 2016
Spring 2016 ISAT Science Student Tutorials and Online Tools Trainings available on eDIRECT	February 29, 2016
eDIRECT Test Setup available	Beginning March 7, 2016
Districts may begin to upload student data	Beginning March 7, 2016
Test Tickets available for printing	Beginning March 7, 2016
Review student roster for testing and update status as needed (i.e., Accommodation, Withdrawn)	Beginning March 7, 2016
Confirm all accommodations are properly marked on eDIRECT prior to printing Test Tickets	Beginning March 7, 2016
Spring 2016 accommodated test materials arrive in district	Beginning March 21, 2016
Confirm with Technology Coordinators that all devices designated for audio accommodation have been set up prior to testing	Beginning March 21, 2016
Spring 2016 ISAT Science test window begins	March 28, 2016
Final day to order accommodated materials	May 6, 2016
Last day for paper/pencil testing	May 13, 2016
Return of all accommodated test materials	By May 13, 2016
Complete participating student data records must be uploaded into eDIRECT by	May 20, 2016 4 p.m. MST
End of Spring 2016 ISAT Science test window	May 20, 2016 4 p.m. MST
eDIRECT Test Setup closes	May 20, 2016 4 p.m. MST
Parent Brochures arrive in district	May 23, 2016
Final Individual Student Reports posted on eDIRECT	June 3, 2016
Remaining School/District/State Reports posted on eDIRECT	June 17, 2016
All Parent Brochures and Individual Student Reports are provided to parents/guardians of students at the discretion of the district	June 24, 2016

* **Note:** ISAT Science and EOC Science use the same manuals and installers. If you have already installed the Testing Site Manager (TSM) and INSIGHT for EOC Science, you do not need to re-install them for ISAT Science.

Scheduling the Spring 2016 EOC Science and ISAT Science Assessments

For scheduling purposes, each subject will take about 90 minutes to complete. Students who finish early may read or sit quietly until the end of the test session.

Each subject consists of one part and requires only one Test Ticket. Under no circumstances should a test be started unless there is enough time to complete it. Students may be given additional time if needed, but additional time must be given as an extension of the same testing period, not at a different time.

All students must complete a test within one school day.

Required Assessment Materials

The INSIGHT testing software should be installed on all testing devices prior to the start of testing. Each student taking the assessment requires a Test Ticket. These Test Tickets will be available to districts prior to the test administration. After each test administration, return the Test Tickets to the School Test Coordinator for destruction. **NOTE:** *Every Test Ticket has a unique username and password.*

Keyboard shortcuts are available for students to use. These shortcuts are provided on page 112 and may be reproduced as necessary. The copies of these keyboard shortcuts are considered part of the secure testing materials and must be returned to the School Test Coordinator for secure storage and destruction upon completion of the online assessment.

Accommodations

Students requiring paper, large print, Braille, paper with audio CD, large print with audio CD, or Braille with audio CD must be coded accordingly in eDIRECT. See pages 73–74 for information on how to code these students and pages 48–49 on how to order accommodated materials.

Students requiring an online audio accommodation must be coded accordingly in the Test Setup – Students area of eDIRECT. “Audio Online” must be chosen under the appropriate content area in the Accommodations tab of the Edit Student section for the student to receive an audio online accommodation. When audio is indicated in eDIRECT, the student’s ticket will display “Audio Online.” See example on page 73.

Edit Student

Instructions
* Indicates required fields

Last Name: Student * First Name: One * Middle Initial: EDUID: 194583541 *

Student Detail Accommodations Demographics Testing Codes Test Sessions

Type	Accommodation	Biology	Chemistry
Presentation	Paper	<input type="checkbox"/>	<input type="checkbox"/>
Presentation	Braille	<input type="checkbox"/>	<input type="checkbox"/>
Presentation	Large Print	<input type="checkbox"/>	<input type="checkbox"/>
Presentation	Paper with Audio CD	<input type="checkbox"/>	<input type="checkbox"/>
Presentation	Braille with Audio CD	<input type="checkbox"/>	<input type="checkbox"/>
Presentation	Large Print with Audio CD	<input type="checkbox"/>	<input type="checkbox"/>
Online	Audio Online	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Online	Paper - DRC Use Only	<input type="checkbox"/>	<input type="checkbox"/>
Setting	Setting, administration and presentation, scheduling, response,	<input type="checkbox"/>	<input type="checkbox"/>

10 Item(s) Displayed

Save Cancel

A Testing Site Manager (TSM) is required to administer an audio online accommodation. Text-to-Speech (TTS) must be selected within the TSM and content must be updated. The TSM should be downloaded and configured before setting up the Device Toolkit and downloading INSIGHT. You must work with your Technology Coordinator to ensure your student computers are set up properly for testing those students with an online audio accommodation.

Test Security

District Test Coordinators (DTCs), School Test Coordinators (STCs), and Test Administrators/Proctors share the responsibility for ensuring that all test materials and student responses are handled securely and confidentially in accordance with security procedures. The tests are to be administered by professional staff members who have been oriented in the proper test administration procedures for the EOC Science and ISAT Science assessments used in the school.

- **Nondisclosure of Test Content** – The test content is **not** to be viewed by anyone prior to the test administration. Only students being tested are allowed to access the test at the time of testing. **Once a test is started during test administration, only the student taking the test is allowed to view that student’s screen. No one is allowed to view items while a student is testing.**
- **Secure Testing Materials** – The following materials may be provided to students during the test administration:
 - Scratch paper: Blank scratch paper and a writing instrument may be provided to students for any test
 - Science Periodic Table of Elements (Chemistry)
 - Test Tickets: A Test Ticket is provided for each student for each test
 - Keyboard Shortcuts for System

All of these materials are secure testing materials and must be distributed and collected in the testing area (computer lab, classroom). No test materials are to be accessed outside the school building except under approved conditions.

All secure materials are to be returned to the STC at the completion of testing. **The DTC and STC are responsible for destroying all secure materials.**

- **Test Security Agreement** – All district- and school-level personnel who are working with any test materials must complete a Test Security Agreement. The Test Security Agreement can be found on page 103 of this manual. This form may be reproduced as necessary for your district. At a minimum, the following individuals must review and sign a Test Security Agreement:
 - District Test Coordinators
 - School Test Coordinators
 - Test Administrators/Proctors who are in the computer lab/classroom during an assessment
 - All individuals involved in transcriptions of student responses.

DTCs are responsible for these completed forms. These forms must be completed and stored at the district office for two years. The SDE will randomly audit these forms each administration.

- **Proctors** – The assistance of a Proctor is essential. The ratio of one adult for every 12–15 students is recommended in the testing room. Teachers' aides may be used as Proctors, as long as they have been trained by the District/School Test Coordinator.
- **Student Test Security** – Students should be encouraged to only look at their computer. For further security, folders may be set up around each computer screen to eliminate any possibility of students looking at other computer screens.

Roles and Responsibilities

This section outlines the roles and responsibilities for Technology Coordinators, District Test Coordinators (DTCs), School Test Coordinators (STCs), Test Administrators, and Proctors.

Communication Plan

In January, the district personnel responsible for overseeing the online administration should begin planning for a successful online testing experience. The Technology Coordinator and the DTC (and appropriate administrative personnel) should meet to review the district's plan for administration of the online assessments. They must also jointly review and discuss the district's testing schedule and locations.

A plan for efficient communication between the Technology Coordinator and the DTC about the online administration should be established before the scheduled testing days. This communication plan should include processes for STCs, Test Administrators, and Proctors to communicate with the Technology Coordinator and the DTC during the test administration window. This communication plan should be shared during training of STCs, Test Administrators, and Proctors.

Technology Coordinator Responsibilities

The Technology Coordinator is responsible for the following tasks:

- Attending all required training sessions and reading all assigned training materials and instructions for each assessment.
- Creating a communication plan with the DTC to support STCs and Test Administrators during the scheduled testing days.
- Ensuring computers and devices used for the administration of the online test meet the minimum system requirements and are configured to support computer testing.

District Test Coordinator Responsibilities

The DTC and STC are responsible for providing testing access to all of the schools and/or administrators. Depending on the size of the district, these responsibilities can be performed by one DTC or by several STCs.

The DTC is responsible for the following tasks:

- Attending all required training sessions and reading all assigned training materials and instructions for each assessment.
- Distributing the communication plan to all STCs prior to testing.
- Providing training to all STCs involved in the online administration.

- Working with the Technology Coordinator to ensure that online testing access is provided to all schools within the district.
- Providing eDIRECT Test Setup permissions to appropriate STCs, Technology Coordinators, and other school personnel needing access to Test Setup.
- Maintaining signed Test Security Agreements.

School Test Coordinator Responsibilities

The STC is responsible for the following tasks:

- Attending all required training sessions and reading all assigned training materials and instructions for each assessment.
- Working with the Technology Coordinator to ensure that online testing access is provided to all of the appropriate computers within the school.
- Providing training to all Teachers, Test Administrators, and Proctors who will be involved in the online administration.
- Printing Test Tickets for students.
- Accounting for and securely destroying all Test Tickets and scratch paper.
- Returning signed Test Security Agreements to the DTC.

Test Administrator/Proctor Responsibilities

Before Testing

Individuals responsible for proctoring the EOC Science and ISAT Science tests shall:

- Attend all required training sessions and read all assigned training materials and instructions for each assessment proctored.
- Become familiar with this manual.
- Read and sign the Test Security Agreement; return it to your STC.
- Obtain your testing schedule from the STC. This should include a plan for students who need additional time (tests must be completed the same day in which they began).
- Provide a positive test-taking environment.
- Maintain confidentiality concerning secure assessment content (i.e., questions, passages, and individual student results).

- Inspect the testing location and remove or cover any aids or prompts that might potentially assist students with answering any questions on the assessments.
- Ensure that all students will have a comfortable and adequate workspace.
- Place a “Testing—Do Not Disturb” sign outside the testing location.

During Testing

Persons responsible for proctoring the EOC Science and ISAT Science tests shall:

- Ensure interruptions in testing are avoided.
- Ensure at least one trained test proctor is in the testing room at all times.
- Administer the test, reading word-for-word the specific Spring 2016 End-of-Course Science or Spring 2016 ISAT Science Directions for Administration sections in this manual.
- Observe students, once testing has begun, to ensure students are engaged with the assessment and working independently.
- Provide breaks as needed, based on students’ needs and test proctor judgment.
- Document and report immediately any testing irregularities and breaches in test security to your School Test Coordinator.

After Testing

Persons responsible for proctoring the EOC Science and ISAT Science tests shall:

- Collect and account for student test materials (i.e., scratch paper) prior to releasing the student from the testing location.
- Return all student test materials to the STC. Any materials provided during the testing session are considered secure.

Test Administration

Prepare for Testing

Test Administrators are required to follow the district’s test security procedures. Before testing begins, make sure to have all of the materials needed for testing. You should also read through this Test Administration Manual (TAM) prior to testing day.

All Test Administrators will need:

- A copy of the Test Administration Manual
- A copy of the Idaho INSIGHT Technology User Guide
- A copy of the Test Administration Manual for Accommodated Materials (if applicable)
- One computer or device for each student
- Test Tickets for each student (your STC will provide these prior to testing)
- A “Testing—Do Not Disturb” sign for the door (not provided)

Make sure that Test Tickets are stored in a secure, locked location prior to test administration.

Prepare Testing Location

Provide a testing location that has comfortable seating, sufficient workspace, and good lighting. Arrangements for rooms and seating should be announced in advance in order to eliminate confusion when testing begins. The room where students take the test should be as free from outside disturbance as possible. Students should be seated so they have enough room and will not be able to copy other students’ answers. Visual aids and clues such as posters about assessment-related topics should be removed or covered and remain hidden throughout the administration of all tests.

Post a “Testing—Do Not Disturb” sign on the door to prevent interruptions. For large groups it is advisable to have one adult assistant for every 12–15 students tested, in addition to the Test Administrator.

Test Materials

Scratch Paper

Blank scratch paper and a writing instrument may be provided to students for any test.

Science Periodic Table

The End-of-Course Chemistry test has a periodic table provided online. A paper version is located on page 111 of this manual. This may be photocopied and distributed to students.

Keyboard Shortcuts for System

Keyboard Shortcuts can be found on page 112 and may be copied and reproduced as necessary.

Test Tickets

Students will need a Test Ticket to access each subject test. Test Administrators may distribute tickets in the way that works best for students and Proctors. Test Proctors must be informed about individual students' accommodations.

The Test Tickets are activated once a student logs in with his/her username and password. Once the student completes a test (clicks "End Test") the Test Ticket becomes inactive. Students who are "bounced" or "kicked out" of the system without officially ending the test can sign back into the test on the same day using their same Test Ticket.

Under no circumstances should a test be started unless there is enough time to complete it. Students may be given additional time if needed, but additional time must be given as an extension of the same testing period, not at a different time (unless required by a student's IEP).

Tutorials and Online Tools Training

Tutorials

The EOC Science and ISAT Science student tutorials provide step-by-step instructions on how to navigate the online system and give detailed explanations about the key features of the software. A tutorial should be reviewed at least once by Test Proctors who will supervise any of the EOC Science and ISAT Science administrations and by students in advance of their first test day. Allow students to repeat a tutorial as often as desired and needed.

Students should review the tutorials before completing the Online Tools Training (OTT), described on page 14. It has been proven beneficial for schools to schedule a tutorial session for students immediately before at least one Online Tools Training session.

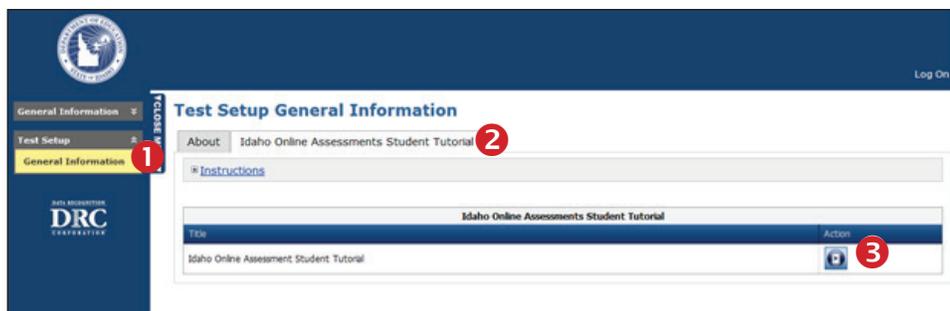
NOTE: For the actual online test, all students may use the highlighter, cross-off tool, and color chooser as shown in the tutorials and Online Tools Training. These tools are **not** considered to be testing accommodations.

If a school has capacity issues with the computer labs, the tutorials may be presented to school personnel and students in a classroom using an LCD projector and a single Internet connection.

Instructions for Accessing the Tutorials

The Idaho Online Assessments Student Tutorials can be accessed either through eDIRECT or through a link that will appear on the computer desktop when the testing software is downloaded. To access the student tutorials through eDIRECT follow the directions below.

- 1 Select **General Information** under **Test Setup**.



- 2 Click the **Idaho Online Assessments Student Tutorial** tab.
- 3 Click the **Play Tutorial** action button.
- 4 Select the tutorial you would like to view.
- 5 Select **Play All** or choose from different sections within the tutorial.

The tutorial will walk students through the software and tools that will be available. In the tutorial, the student can move forward as directed or jump around if desired. A menu at the left of the page allows the student to select specific sections for review.

Online Tools Training (OTT)

The online testing engine contains a training component—the Online Tools Training (OTT)—which simulates the testing environment. The primary purpose of the training session is for the students to try out the testing software and tools before the “real” administration of the tests. Test Proctors and students are strongly advised to participate in a training session and become familiar with the testing tools and the online system features before the students sit for the actual online tests.

The items in the training session have been chosen to demonstrate various computerized testing features. The training sessions are not scored and no score reports are generated.

All schools should complete the Online Tools Training prior to the testing window to ensure that all components of the system are configured and operating correctly.

Instructions for Accessing the Online Tools Training

- 1 Click on the ID Online Assessments icon on the computer desktop. The main page of the ID Online Assessments will appear.



- 2 Select “Online Tools Training” under either the ISAT Science or EOC Science logos on the main page.
- 3 Choose a subject.
- 4 If an audio accommodation is required, choose **Audio**. Otherwise, select **Standard**.
NOTE: To access the audio version of the OTT, a TSM must be installed. Audio will not be available through the public version of the OTT.
- 5 Enter the Username and Password noted on the sign-in screen.
- 6 Click **Sign In** and follow the instructions on the screen.
- 7 The online software includes a summary page that indicates which items have been answered and items the student left blank.

A shaded oval indicates the student answered the question. It does not mean the student answered the question correctly. A white oval indicates the student did not answer the question. It does not mean the student answered the question incorrectly.

- 8 To end an Online Tools Training, click **Review/End Test**. Next, click the **End Test** button. The system will ask you to confirm you have answered all questions. When you are ready, click on **End Test**. Follow the on-screen instructions to close your test.

Spring 2016 End-of-Course Science Directions for Administration

Administration of the EOC is an important professional responsibility. The usefulness of the test results depends on the accuracy of each student's performance. Experience shows that student performance is highly dependent upon the student's motivation and attitude toward the test, the preparedness of the Test Administrator, the physical arrangements for testing, and adherence to instructions. To ensure accurate and reliable results, the Test Administrator **must** become thoroughly familiar with the procedures described in this manual before administering the test.

When students arrive at the test site (computer lab, classroom, etc.), each student is to be given the Test Ticket for the subject being tested.

The student's Test Ticket provides all of the login information needed to begin testing. Please verify each student receives his/her correct Test Ticket (student name is on each ticket).

Students may use scratch paper while taking the EOC. Have scratch paper available for students to use.

As a reminder: Once a test is started, only the student taking the test is allowed to view that student's screen. No one is allowed to view or copy items while a student is testing.

In order to ensure accurate achievement results, it is essential that all Test Administrators follow the same procedures when administering the test. Follow the script provided below for administering the EOC Science test.

Read aloud **word for word** the material that is printed in **bold type** and preceded by the word **"Say."**

The material that is italicized is information for you and should not be read to the students.

Read the directions to the students exactly as they are written, using a natural tone and manner. If you make a mistake in reading a direction, stop and say, "No, that is incorrect. Listen again." Then read the direction again. Be sure students understand the directions and how to respond. Be careful not to inadvertently give hints or clues that indicate an answer. Begin the test when all students are present.

Say: **Today you will take the Spring 2016 End-of-Course (*say subject*) test. Give this test your best effort. You will have enough time to read and answer all the questions. Some questions will be easy; others will be more difficult. Be sure to read the directions to each item first, then the item, and finally, read ALL of the answer choices. If you really do not know the answer to a question, use your best test-taking skills to eliminate some answer choices. Then, choose the best answer of the ones that remain. Remember there is no penalty for guessing.**

To move on to the next question, click the "Next" button in the lower right corner of the screen.

The test will take about 90 minutes to complete; however, it is not timed and you will be given time to finish.

When you come to the end of the test, click on “Review/End Test” at the bottom left of the screen. You will be taken to the Review page. From this page you can go back to check your answers and change your answers if necessary. Make sure you have answered all questions before ending the test. Once you have completed the test, click “End Test.” The pop-up box will ask you to confirm you are finished. If you are finished, click “End Test.” If you want more time to review your test, click “Return to Review.” Once you click “End Test” you may NOT go back into the test. Make sure you check all of your answers before closing your test. On the final screen, click “Exit.”

If you have any concerns once the test has started, raise your hand and the Test Administrator (Proctor/Teacher) will come to you. The Test Administrator (Proctor/Teacher) is not allowed to provide you with any additional information during the test. The Test Administrator (Proctor/Teacher) cannot help you with any words.

When you come to the end of your test, please sit quietly until the Test Administrator (Proctor/Teacher) provides additional instructions.

Are there any questions?

Answer student questions as needed.

Say: If you do not feel well and may not be able to complete the test today, please tell me now.

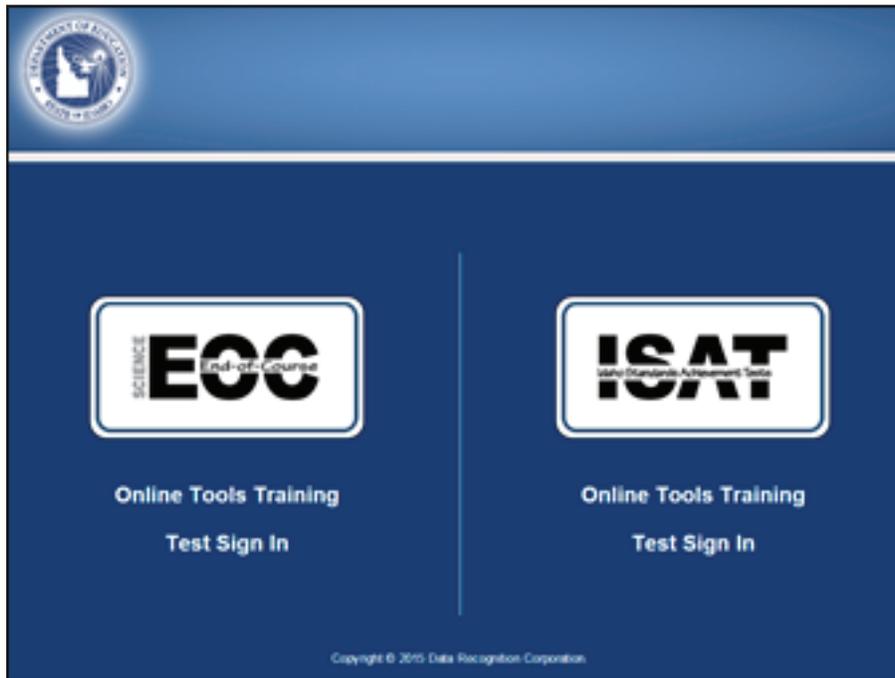
Pause for response.

Say: If your parents have scheduled an off-campus appointment and will be coming to pick you up today during school hours, please tell me now.

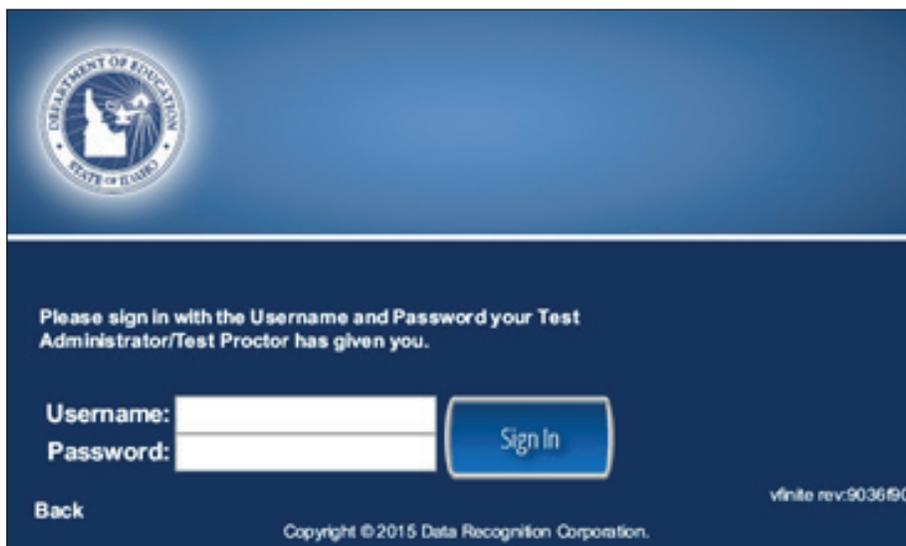
Pause for response.

Say: We will begin by accessing the test site. Double-click the ID Online Assessments icon on your desktop. You should see the main page for the End-of-Course and ISAT Programs on your screen. Click on “Test Sign In” under EOC. You will see the Sign In page. Is there anyone who does not see the Sign In screen?





Assist students as needed.



The next step will be to have the students enter their username and password. The students should already have their Test Ticket with them.

Say: You are now on the Sign In screen. Enter your username and password exactly as you see them on your Test Ticket.

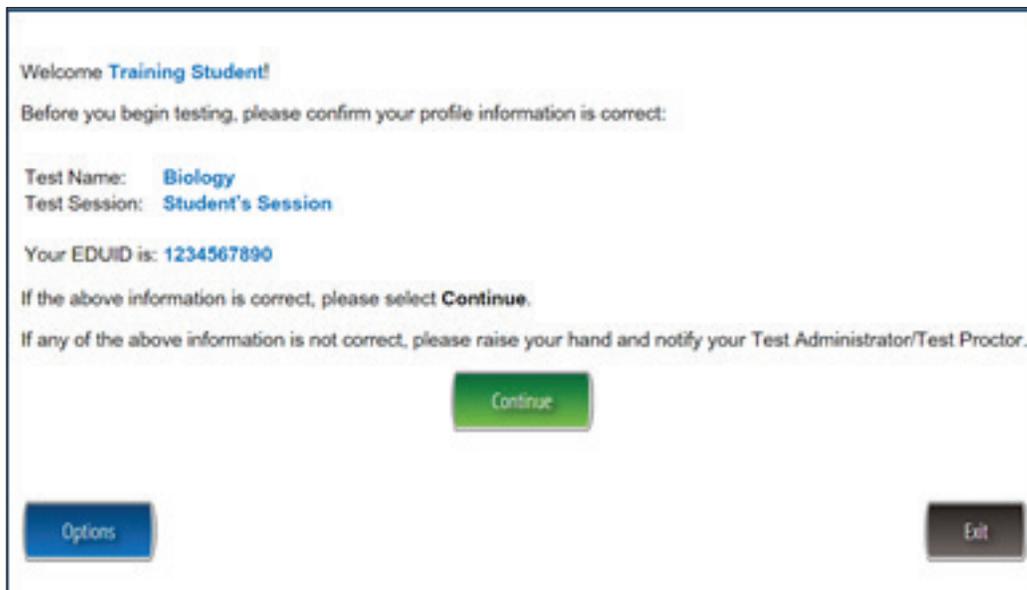
<p style="text-align: center;">Science EOC Spring 2016 Test Ticket Biology</p> <p>School: Sample School Student Name: Anderson, Abigail A EDUID: 12345678 Username: AAnderson1 Password: MELT3456</p>

Administrators may help students type in this information. This information is unique to each student and each test.

Say: Click on “Sign In” to move to the next screen.

Pause.

Say: This is the Welcome screen. Please check that your name appears at the top of the screen. Then check that your Test Name, Test Session, and EDUID are correct. If everything is correct, click “Continue.” If your information is not correct, please raise your hand.



Welcome Training Student!

Before you begin testing, please confirm your profile information is correct:

Test Name: **Biology**
Test Session: **Student's Session**

Your EDUID is: **1234567890**

If the above information is correct, please select **Continue**.

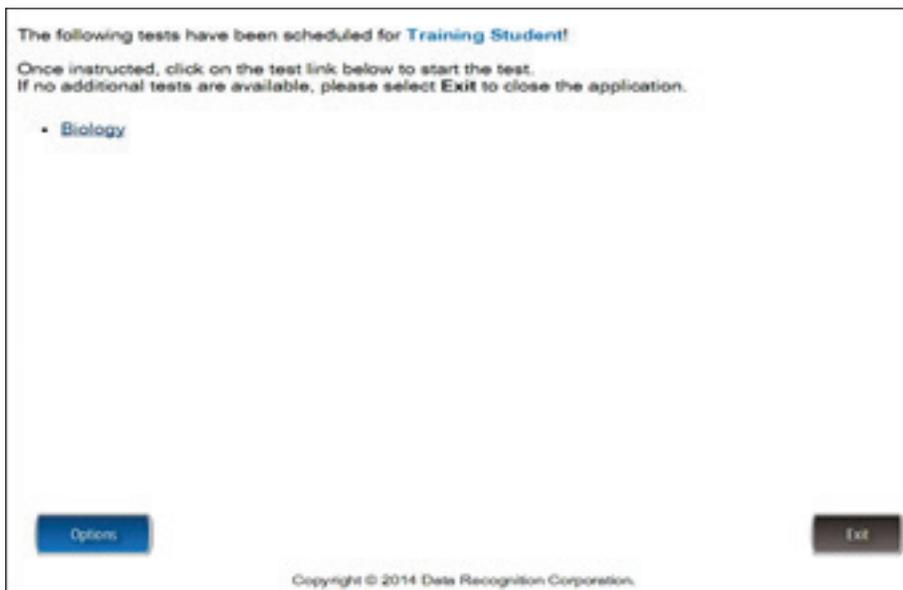
If any of the above information is not correct, please raise your hand and notify your Test Administrator/Test Proctor.

Continue

Options **Exit**

Assist students as needed.

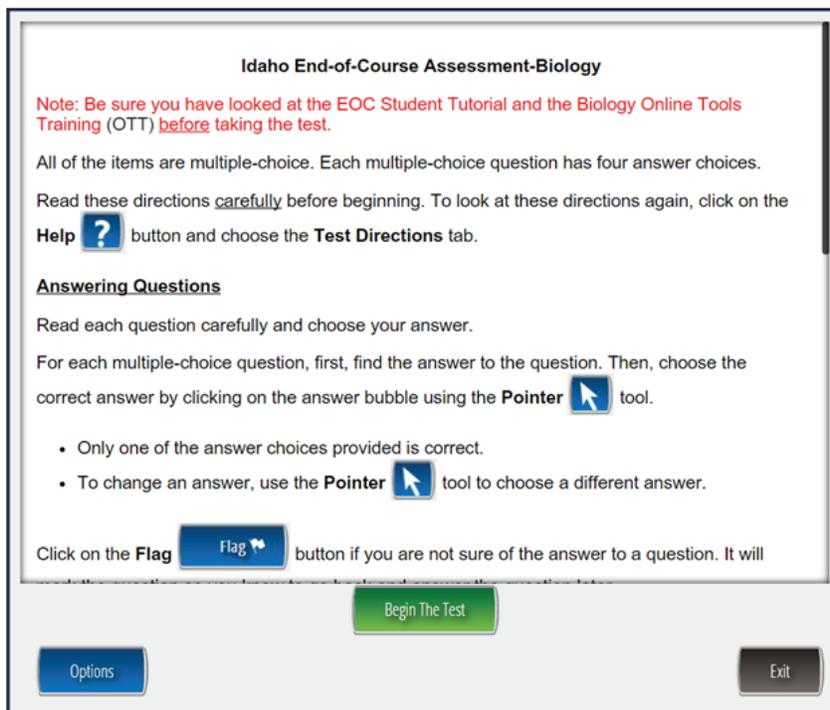
Say: You are now on the screen that shows the name of the test you are scheduled to take. If you do not see this, please raise your hand.



Assist students as needed.

Say: We are now ready to begin the test. Please click on (say test subject). Once you have clicked on the (say test subject) link, the Directions Page screen should open. Is there anyone who does not see the Directions Page screen?

Assist students as needed.



Administering the Idaho End-of-Course Biology Test

Say: The Idaho End-of-Course Biology assessment has one part.

We will take a moment to read the directions together. Please follow along as I read aloud.

Note: Be sure you have looked at the EOC Student Tutorial and the Biology Online Tools Training (OTT) before taking the test.

All of the items are multiple-choice. Each multiple-choice question has four answer choices.

Read these directions carefully before beginning. To look at these directions again, click on the Help button and choose the Test Directions tab.

Answering Questions

Read each question carefully and choose your answer.

For each multiple-choice question, first, find the answer to the question. Then, choose the correct answer by clicking on the answer bubble using the Pointer tool.

- Only one of the answer choices provided is correct.
- To change an answer, use the Pointer tool to choose a different answer.

Click on the Flag button if you are not sure of the answer to a question.

It will mark the question so you know to go back and answer the question later.

Navigation

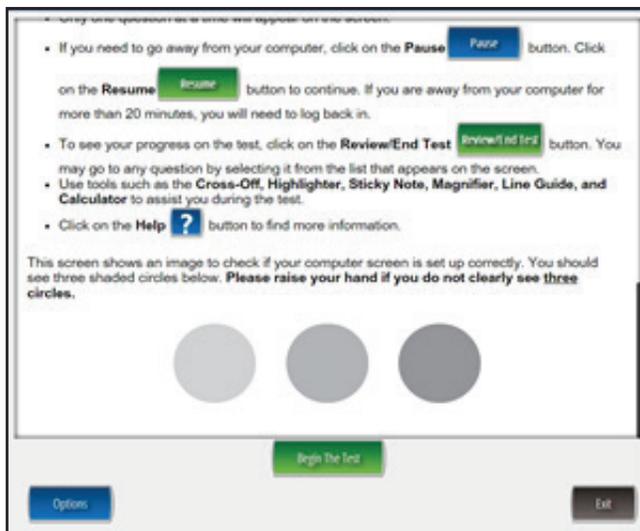
1. Use the Next and Back buttons to move from question to question or page to page.
2. Finally, when you have answered all the questions, click on the Review/End Test button at the bottom of the screen.
 - You may check your work by selecting questions from the list that appears on the screen.
 - When you have finished and have checked your answers, follow the directions on the screen to exit.

Helpful Hints

- There is no time limit to finish the test.
- Only one question at a time will appear on the screen.
- If you need to go away from your computer, click on the Pause button. Click on the Resume button to continue. If you are away from your computer for more than 20 minutes, you will need to log back in.
- To see your progress on the test, click on the Review/End Test button. You may go to any question by selecting it from the list that appears on the screen.
- Use tools such as the Cross-Off, Highlighter, Sticky Note, Magnifier, Line Guide, and Calculator to assist you during the test.
- Click on the Help button to find more information.

This screen shows an image to check if your computer screen is set up correctly. You should see three shaded circles below. Please raise your hand if you do not clearly see three circles.

Assist students as needed.



Say: We are now ready to begin the test. Please click the “Begin The Test” button.

While students are working, walk around the room to see that they are following directions and are not looking at any other student’s test. Do not give help on specific test questions.

As students complete the test, please follow your school’s plan for dismissing students.

Administering the Idaho End-of-Course Chemistry Test

Say: The Idaho End-of-Course Chemistry assessment has one part.

We will take a moment to read the directions together. Please follow along as I read aloud.

Note: Be sure you have looked at the EOC Student Tutorial and the Chemistry Online Tools Training (OTT) before taking the test.

All of the items are multiple-choice. Each multiple-choice question has four answer choices.

Read these directions carefully before beginning. To look at these directions again, click on the Help button and choose the Test Directions tab.

Answering Questions

Read each question carefully and choose your answer.

For each multiple-choice question, first, find the answer to the question. Then, choose the correct answer by clicking on the answer bubble using the Pointer tool.

- Only one of the answer choices provided is correct.
- To change an answer, use the Pointer tool to choose a different answer.

Click on the Flag button if you are not sure of the answer to a question.

It will mark the question so you know to go back and answer the question later.

Navigation

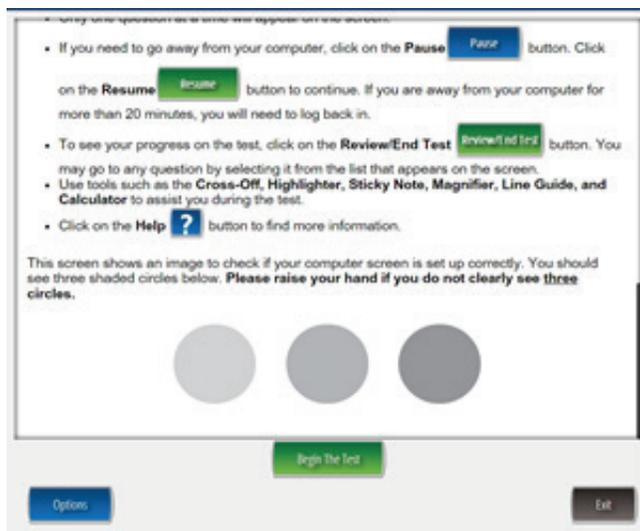
1. Use the Next and Back buttons to move from question to question or page to page.
2. Finally, when you have answered all the questions, click on the Review/End Test button at the bottom of the screen.
 - You may check your work by selecting questions from the list that appears on the screen.
 - When you have finished and have checked your answers, follow the directions on the screen to exit.

Helpful Hints

- There is no time limit to finish the test.
- Only one question at a time will appear on the screen.
- If you need to go away from your computer, click on the Pause button. Click on the Resume button to continue. If you are away from your computer for more than 20 minutes, you will need to log back in.
- To see your progress on the test, click on the Review/End Test button. You may go to any question by selecting it from the list that appears on the screen.
- Use tools such as the Cross-Off, Highlighter, Sticky Note, Magnifier, Line Guide, Calculator, and Periodic Table to assist you during the test.
- Click on the Help button to find more information.

This screen shows an image to check if your computer screen is set up correctly. You should see three shaded circles below. Please raise your hand if you do not clearly see three circles.

Assist students as needed.



Say: We are now ready to begin the test. Please click the “Begin The Test” button.

While students are working, walk around the room to see that they are following directions and are not looking at any other student’s test. Do not give help on specific test questions.

As students complete the test, please follow your school’s plan for dismissing students.

Administering the Idaho End-of-Course Biology Test with an Audio Accommodation

Say: The Idaho End-of-Course Biology assessment with an audio accommodation has one part.

We will take a moment to discuss how to use the audio features. Please click on the Stop button, located at the bottom of the screen, while I explain these features.

The audio will start automatically on each new page.

Using the Audio Controls

- To play the audio, click on the Play button.
- To pause the audio, click on the Pause button. Clicking on the Play button after a pause will continue the audio from the place where it was put on pause.
- To stop the audio, click on the Stop button. Clicking on the Play button after a stop will replay the audio from the beginning.
- To start the audio from a certain point, click on the Starting Points button. Click on the blue circle where you wish the audio to start.

Using the Audio Settings

- To adjust the audio settings, click on the Options button and then select **Audio Settings**.
- To adjust the volume of the audio, move the slider control. Move the control towards the plus sign to increase the volume, or towards the minus sign to decrease the volume.
- To adjust the speed with which the text is read, move the slider control. Move the control towards the plus sign to increase the speed, or towards the minus sign to decrease the speed.
- The **Follow Along** feature highlights the word as it is being read. This feature is automatically turned on. To turn the **Follow Along** feature off, click the box to remove the check mark. To turn the feature back on, click the box again.

Please take a moment to listen to the audio. To do this, click on the Play button at the bottom of the screen. If you cannot hear the audio, please raise your hand. If you can hear the audio, remove your listening device and sit quietly.

Allow students to test the audio. Assist students as needed.

Say: We will take a moment to read the directions together. Please follow along as I read aloud.

Note: Be sure you have looked at the EOC Student Tutorial and the Biology Online Tools Training (OTT) before taking the test.

All of the items are multiple-choice. Each multiple-choice question has four answer choices.

Read these directions carefully before beginning. To look at these directions again, click on the Help button and choose the Test Directions tab.

Answering Questions

Read each question carefully and choose your answer.

For each multiple-choice question, first, find the answer to the question. Then, choose the correct answer by clicking on the answer bubble using the Pointer tool.

- Only one of the answer choices provided is correct.
- To change an answer, use the Pointer tool to choose a different answer.

Click on the Flag button if you are not sure of the answer to a question.

It will mark the question so you know to go back and answer the question later.

Navigation

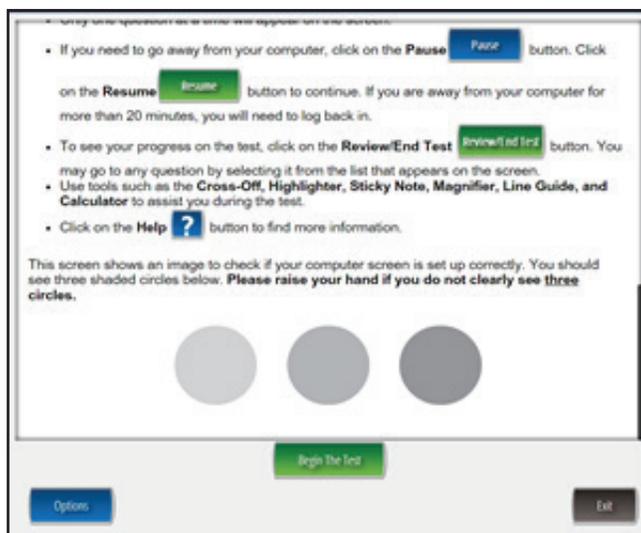
1. Use the Next and Back buttons to move from question to question or page to page.
2. Finally, when you have answered all the questions, click on the Review/End Test button at the bottom of the screen.
 - You may check your work by selecting questions from the list that appears on the screen.
 - When you have finished and have checked your answers, follow the directions on the screen to exit.

Helpful Hints

- There is no time limit to finish the test.
- Only one question at a time will appear on the screen.
- If you need to go away from your computer, click on the Pause button. Click on the Resume button to continue. If you are away from your computer for more than 20 minutes, you will need to log back in.
- To see your progress on the test, click on the Review/End Test button. You may go to any question by selecting it from the list that appears on the screen.
- Use tools such as the Cross-Off, Highlighter, Sticky Note, Magnifier, Line Guide, and Calculator to assist you during the test.
- Click on the Help button to find more information.

This screen shows an image to check if your computer screen is set up correctly. You should see three shaded circles below. Please raise your hand if you do not clearly see three circles.

Assist students as needed.



Say: We are now ready to begin the test. Please put on your listening devices and click the “Begin The Test” button.

While students are working, walk around the room to see that they are following directions and are not looking at any other student’s test. Do not give help on specific test questions.

As students complete the test, please follow your school’s plan for dismissing students.

Administering the Idaho End-of-Course Chemistry Test with an Audio Accommodation

Say: The Idaho End-of-Course Chemistry assessment with an audio accommodation has one part.

We will take a moment to discuss how to use the audio features. Please click on the Stop button, located at the bottom of the screen, while I explain these features.

The audio will start automatically on each new page.

Using the Audio Controls

- To play the audio, click on the Play button.
- To pause the audio, click on the Pause button. Clicking on the Play button after a pause will continue the audio from the place where it was put on pause.
- To stop the audio, click on the Stop button. Clicking on the Play button after a stop will replay the audio from the beginning.
- To start the audio from a certain point, click on the Starting Points button. Click on the blue circle where you wish the audio to start.

Using the Audio Settings

- To adjust the audio settings, click on the Options button and then select **Audio Settings**.
- To adjust the volume of the audio, move the slider control. Move the control towards the plus sign to increase the volume, or towards the minus sign to decrease the volume.
- To adjust the speed with which the text is read, move the slider control. Move the control towards the plus sign to increase the speed, or towards the minus sign to decrease the speed.
- The **Follow Along** feature highlights the word as it is being read. This feature is automatically turned on. To turn the **Follow Along** feature off, click the box to remove the check mark. To turn the feature back on, click the box again.

Please take a moment to listen to the audio. To do this, click on the Play button at the bottom of the screen. If you cannot hear the audio, please raise your hand. If you can hear the audio, remove your listening device and sit quietly.

Allow students to test the audio. Assist students as needed.

Say: We will take a moment to read the directions together. Please follow along as I read aloud.

Note: Be sure you have looked at the EOC Student Tutorial and the Chemistry Online Tools Training (OTT) before taking the test.

All of the items are multiple-choice. Each multiple-choice question has four answer choices.

Read these directions carefully before beginning. To look at these directions again, click on the Help button and choose the Test Directions tab.

Answering Questions

Read each question carefully and choose your answer.

For each multiple-choice question, first, find the answer to the question. Then, choose the correct answer by clicking on the answer bubble using the Pointer tool.

- Only one of the answer choices provided is correct.
- To change an answer, use the Pointer tool to choose a different answer.

Click on the Flag button if you are not sure of the answer to a question.

It will mark the question so you know to go back and answer the question later.

Navigation

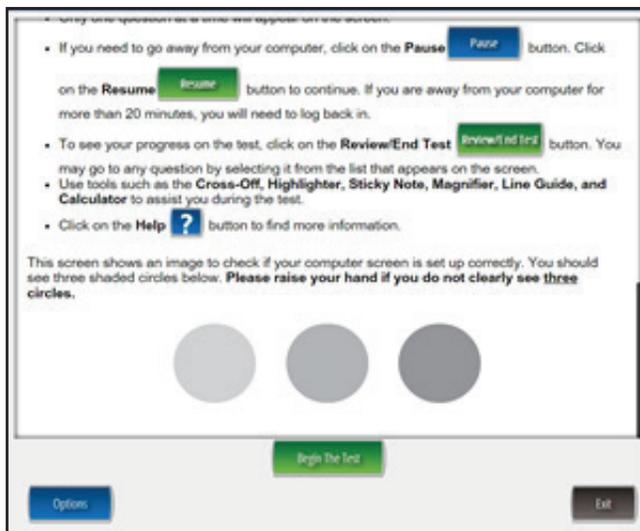
1. Use the Next and Back buttons to move from question to question or page to page.
2. Finally, when you have answered all the questions, click on the Review/End Test button at the bottom of the screen.
 - You may check your work by selecting questions from the list that appears on the screen.
 - When you have finished and have checked your answers, follow the directions on the screen to exit.

Helpful Hints

- There is no time limit to finish the test.
- Only one question at a time will appear on the screen.
- If you need to go away from your computer, click on the Pause button. Click on the Resume button to continue. If you are away from your computer for more than 20 minutes, you will need to log back in.
- To see your progress on the test, click on the Review/End Test button. You may go to any question by selecting it from the list that appears on the screen.
- Use tools such as the Cross-Off, Highlighter, Sticky Note, Magnifier, Line Guide, Calculator, and Periodic Table to assist you during the test.
- Click on the Help button to find more information.

This screen shows an image to check if your computer screen is set up correctly. You should see three shaded circles below. Please raise your hand if you do not clearly see three circles.

Assist students as needed.



Say: We are now ready to begin the test. Please put on your listening devices and click the “Begin The Test” button.

While students are working, walk around the room to see that they are following directions and are not looking at any other student’s test. Do not give help on specific test questions.

As students complete the test, please follow your school’s plan for dismissing students.

Spring 2016 ISAT Science Directions for Administration

Administration of the ISAT Science tests is an important professional responsibility. The usefulness of the test results depends on the accuracy of each student's performance. Experience shows that student performance is highly dependent upon the student's motivation and attitude toward the test, the preparedness of the Test Administrator, the physical arrangements for testing, and adherence to instructions. To ensure accurate and reliable results, the Test Administrator **must** become thoroughly familiar with the procedures described in this manual before administering the test.

When students arrive at the test site (computer lab, classroom, etc.), each student is to be given the Test Ticket for the subject being tested.

The student's Test Ticket provides all of the login information needed to begin testing. Please verify each student receives his/her correct Test Ticket (student name is on each ticket).

Students may use scratch paper while taking the ISAT Science test. Have scratch paper available for students to use.

As a reminder: Once a test is started, only the student taking the test is allowed to view that student's screen. No one is allowed to view or copy items while a student is testing.

In order to ensure accurate achievement results, it is essential that all Test Administrators follow the same procedures when administering the tests. Follow the script provided below for administering the ISAT Science tests.

Read aloud **word for word** the material that is printed in **bold type** and preceded by the word **"Say."**

The material that is italicized is information for you and should not be read to the students.

Read the directions to the students exactly as they are written, using a natural tone and manner. If you make a mistake in reading a direction, stop and say, "No. That is incorrect. Listen again." Then, read the direction again. Be sure students understand the directions and how to respond. Be careful not to inadvertently give hints or clues that indicate an answer. Begin the test when all students are present.

Say: **Today you will take the Spring 2016 Idaho Standards Achievement Test for Grade (say grade) Science. Give this test your best effort. You will have enough time to read and answer all the questions. Some questions will be easy; others will be more difficult. Be sure to read the directions to each item first, then the item, and finally, read ALL of the answer choices. If you really do not know the answer to a question, use your best test-taking skills to eliminate some answer choices. Then, choose the best answer of the ones that remain. Remember, there is no penalty for guessing.**

To move on to the next question, click the "Next" button in the lower right corner of the screen.

The test will take about 90 minutes to complete; however, it is not timed and you will be given time to finish.

When you come to the end of the test, click on “Review/End Test” at the bottom left of the screen. You will be taken to the Review page. From this page you can go back to check your answers and change your answers if necessary. Make sure you have answered all questions before ending the test. Once you have completed the test, click “End Test.” The pop-up box will ask you to confirm you are finished. If you are finished, click “End Test.” If you want more time to review your test, click “Return to Review.” Once you click “End Test,” you may NOT go back into the test. Make sure you check all of your answers before closing your test. On the final screen, click “Exit.”

If you have any concerns once the test has started, raise your hand and the Test Administrator (Proctor/Teacher) will come to you. The Test Administrator (Proctor/Teacher) is not allowed to provide you with any additional information during the test. The Test Administrator (Proctor/Teacher) cannot help you with any words.

When you come to the end of your test, please sit quietly until the Test Administrator (Proctor/Teacher) provides additional instructions.

Are there any questions?

Answer student questions as needed.

Say: If you do not feel well, and may not be able to complete the test today, please tell me now.

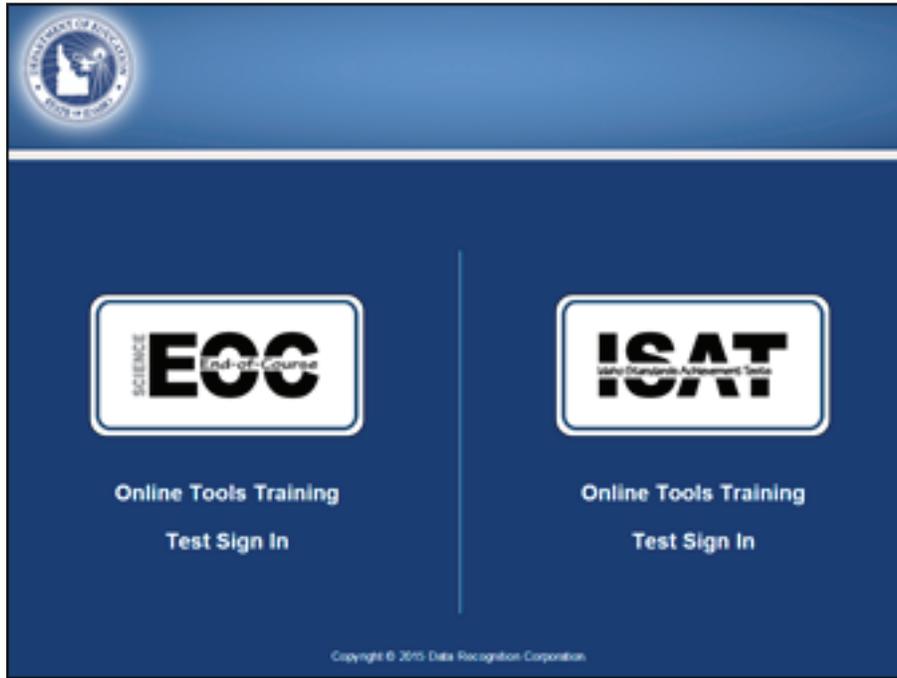
Pause for response.

Say: If your parents have scheduled an off-campus appointment and will be coming to pick you up today during school hours, please tell me now.

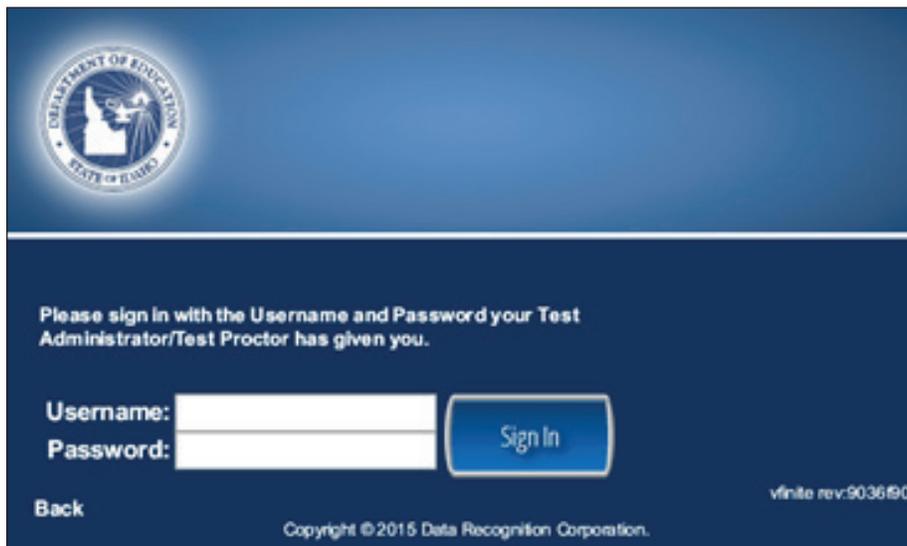
Pause for response.

Say: We will begin by accessing the test site. Double-click the ID Online Assessments icon on your desktop. You should see the main page for the ISAT and End-of-Course Programs on your screen. Click on “Test Sign In” under ISAT. You will see the Sign In page. Is there anyone who does not see the Sign In screen?



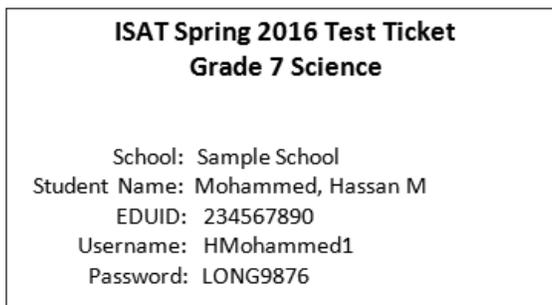


Assist students as needed.



The next step will be to have the students enter their username and password. The students should already have their Test Ticket with them.

Say: You are now on the Sign In screen. Enter your username and password exactly as you see them on your Test Ticket.

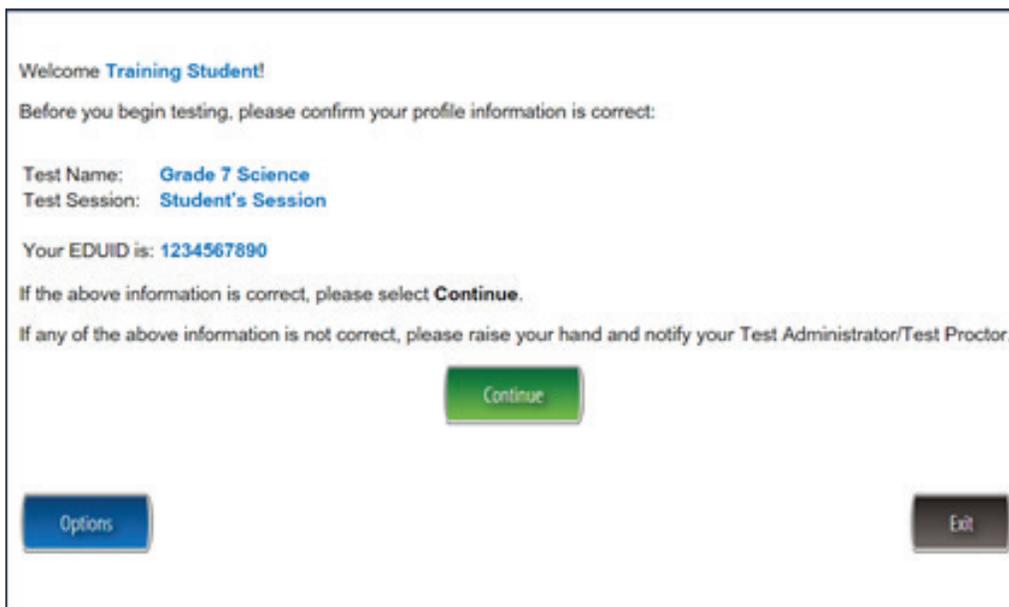


Administrators may help students type in this information. This information is unique to each student and each test.

Say: Click on “Sign In” to move to the next screen.

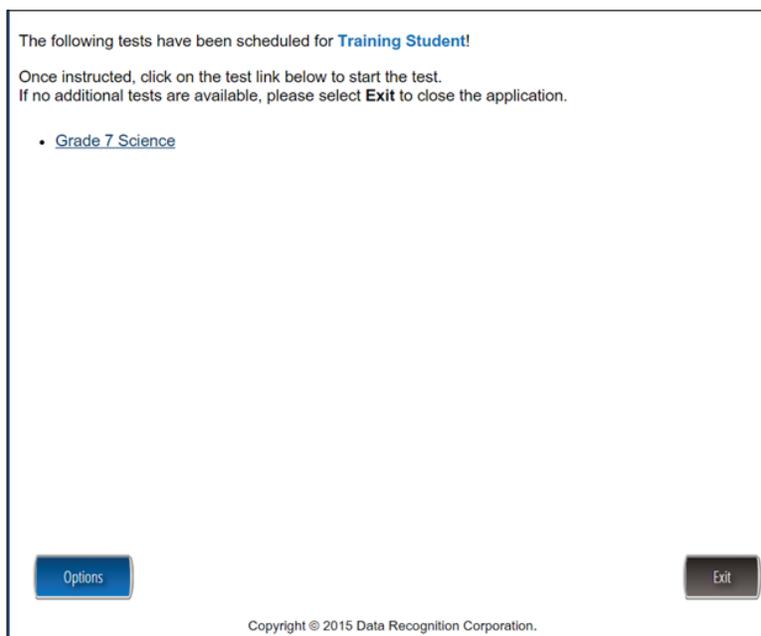
Pause.

Say: This is the Welcome screen. Please check that your name appears at the top of the screen. Then check that your Test Name, Test Session, and EDUID are correct. If everything is correct, click “Continue.” If your information is not correct, please raise your hand.



Assist students as needed.

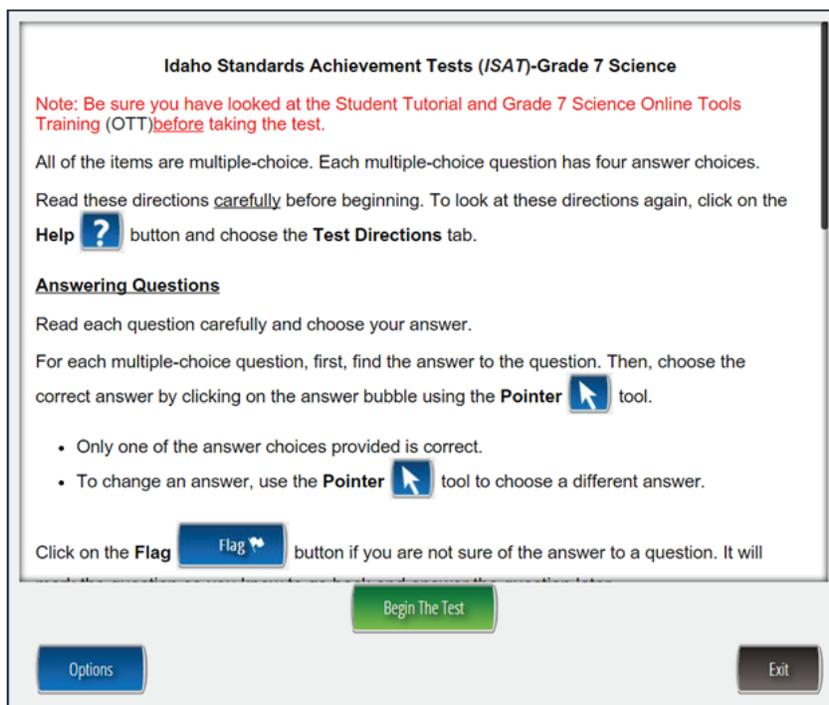
Say: You are now on the screen that shows the name of the test you are scheduled to take. If you do not see this, please raise your hand.



Assist students as needed.

Say: We are now ready to begin the test. Please click on (say test subject). Once you have clicked on the (say grade and test subject) link, the **Directions Page** screen should open. Is there anyone who does not see the **Directions Page** screen?

Assist students as needed.



Administering the Idaho ISAT Grade 5 or 7 Science Test

Say: The ISAT grade (*say grade*) science test has one part.

We will take a moment to read the directions together. Please follow along as I read aloud.

Note: Be sure you have looked at the ISAT Student Tutorial and the Grade (*say grade*) Science Online Tools Training (OTT) before taking the test.

All of the items are multiple-choice. Each multiple-choice question has four answer choices.

Read these directions carefully before beginning. To look at these directions again, click on the Help button and choose the Test Directions tab.

Answering Questions

Read each question carefully and choose your answer.

For each multiple-choice question, first, find the answer to the question. Then, choose the correct answer by clicking on the answer bubble using the Pointer tool.

- Only one of the answer choices provided is correct.
- To change an answer, use the Pointer tool to choose a different answer.

Click on the Flag button if you are not sure of the answer to a question.

It will mark the question so you know to go back and answer the question later.

Navigation

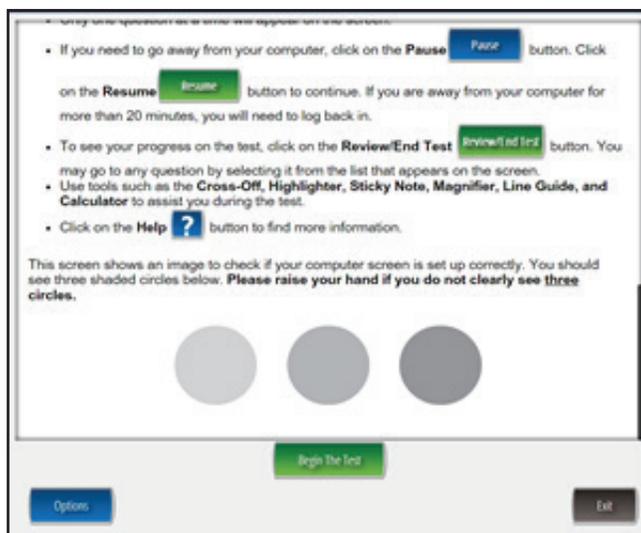
1. Use the Next and Back buttons to move from question to question or page to page.
2. Finally, when you have answered all the questions, click on the Review/End Test button at the bottom of the screen.
 - You may check your work by selecting questions from the list that appears on the screen.
 - When you have finished and have checked your answers, follow the directions on the screen to exit.

Helpful Hints

- There is no time limit to finish the test.
- Only one question at a time will appear on the screen.
- If you need to go away from your computer, click on the Pause button. Click on the Resume button to continue. If you are away from your computer for more than 20 minutes, you will need to log back in.
- To see your progress on the test, click on the Review/End Test button. You may go to any question by selecting it from the list that appears on the screen.
- Use tools such as the Cross-Off, Highlighter, Sticky Note, Magnifier, Line Guide, and Calculator to assist you during the test.
- Click on the Help button to find more information.

This screen shows an image to check if your computer screen is set up correctly. You should see three shaded circles below. Please raise your hand if you do not clearly see three circles.

Assist students as needed.



Say: We are now ready to begin the test. Please click the “Begin The Test” button.

While students are working, walk around the room to see that they are following directions and are not looking at any other student’s test. Do not give help on specific test questions.

As students complete the test, please follow your school’s plan for dismissing students.

Administering the Idaho ISAT Grade 5 or 7 Science Test with an Audio Accommodation

Say: The ISAT grade (*say grade*) science test with an audio accommodation has one part.

We will take a moment to discuss how to use the audio features. Please click on the Stop button, located at the bottom of the screen, while I explain these features.

The audio will start automatically on each new page.

Using the Audio Controls

- To play the audio, click on the Play button.
- To pause the audio, click on the Pause button. Clicking on the Play button after a pause will continue the audio from the place where it was put on pause.
- To stop the audio, click on the Stop button. Clicking on the Play button after a stop will replay the audio from the beginning.
- To start the audio from a certain point, click on the Starting Points button. Click on the blue circle where you wish the audio to start.

Using the Audio Settings

- To adjust the audio settings, click on the Options button and then select **Audio Settings**.
- To adjust the volume of the audio, move the slider control. Move the control towards the plus sign to increase the volume, or towards the minus sign to decrease the volume.
- To adjust the speed with which the text is read, move the slider control. Move the control towards the plus sign to increase the speed, or towards the minus sign to decrease the speed.
- The **Follow Along** feature highlights the word as it is being read. This feature is automatically turned on. To turn the **Follow Along** feature off, click the box to remove the check mark. To turn the feature back on, click the box again.

Please take a moment to listen to the audio. To do this, click on the Play button at the bottom of the screen. If you cannot hear the audio, please raise your hand. If you can hear the audio, remove your listening device and sit quietly.

Allow students to test the audio. Assist students as needed.

Say: We will take a moment to read the directions together. Please follow along as I read aloud.

Note: Be sure you have looked at the ISAT Student Tutorial and the Grade *(say grade)* Science Online Tools Training (OTT) before taking the test.

All of the items are multiple-choice. Each multiple-choice question has four answer choices.

Read these directions carefully before beginning. To look at these directions again, click on the Help button and choose the Test Directions tab.

Answering Questions

Read each question carefully and choose your answer.

For each multiple-choice question, first, find the answer to the question. Then, choose the correct answer by clicking on the answer bubble using the Pointer tool.

- Only one of the answer choices provided is correct.
- To change an answer, use the Pointer tool to choose a different answer.

Click on the Flag button if you are not sure of the answer to a question.

It will mark the question so you know to go back and answer the question later.

Navigation

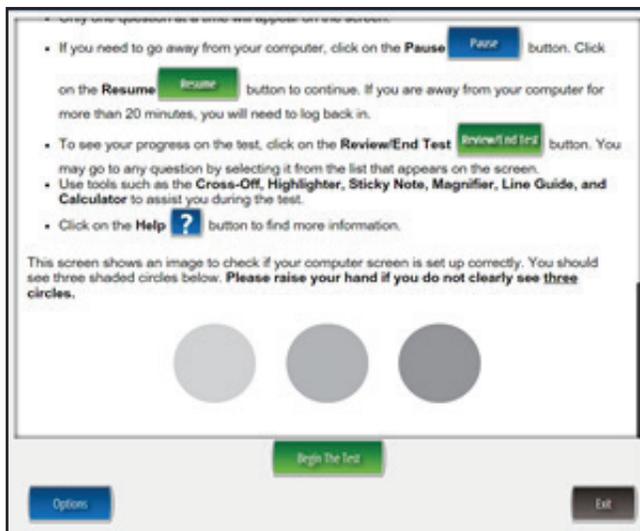
1. Use the Next and Back buttons to move from question to question or page to page.
2. Finally, when you have answered all the questions, click on the Review/End Test button at the bottom of the screen.
 - You may check your work by selecting questions from the list that appears on the screen.
 - When you have finished and have checked your answers, follow the directions on the screen to exit.

Helpful Hints

- There is no time limit to finish the test.
- Only one question at a time will appear on the screen.
- If you need to go away from your computer, click on the Pause button. Click on the Resume button to continue. If you are away from your computer for more than 20 minutes, you will need to log back in.
- To see your progress on the test, click on the Review/End Test button. You may go to any question by selecting it from the list that appears on the screen.
- Use tools such as the Cross-Off, Highlighter, Sticky Note, Magnifier, Line Guide, and Calculator to assist you during the test.
- Click on the Help button to find more information.

This screen shows an image to check if your computer screen is set up correctly. You should see three shaded circles below. Please raise your hand if you do not clearly see three circles.

Assist students as needed.



Say: We are now ready to begin the test. Please put on your listening devices and click the “Begin The Test” button.

While students are working, walk around the room to see that they are following directions and are not looking at any other student’s test. Do not give help on specific test questions.

As students complete the test, please follow your school’s plan for dismissing students.

eDIRECT Administration Information

This section discusses eDIRECT, the interface to the administrative functions of the DRC INSIGHT Online Learning System. The audience for this section is both eDIRECT end users and eDIRECT administrators.

The first part of this section describes how to access and log on to eDIRECT, as well as some of its more common menu functions and options for end users.

This section discusses the various administrative tasks that District Test Coordinators (DTCs), District Technology Coordinators, and School Test Coordinators (STCs) can perform using eDIRECT.

System Access

The online testing system can be accessed via eDIRECT at <https://id.drctedirect.com>. DTCs will be sent a password to log into eDIRECT if they have not already been given access. DTCs have the responsibility to set up additional district- and school-level users in their districts.

Permissions Available in the DRC Online Testing System

The following table contains descriptions of the eDIRECT permissions or functions that are available with the DRC online testing system.

DRC will provide active district-level users these permissions. It is the District Test Coordinator's responsibility to make sure their district and school users are given the appropriate permissions.

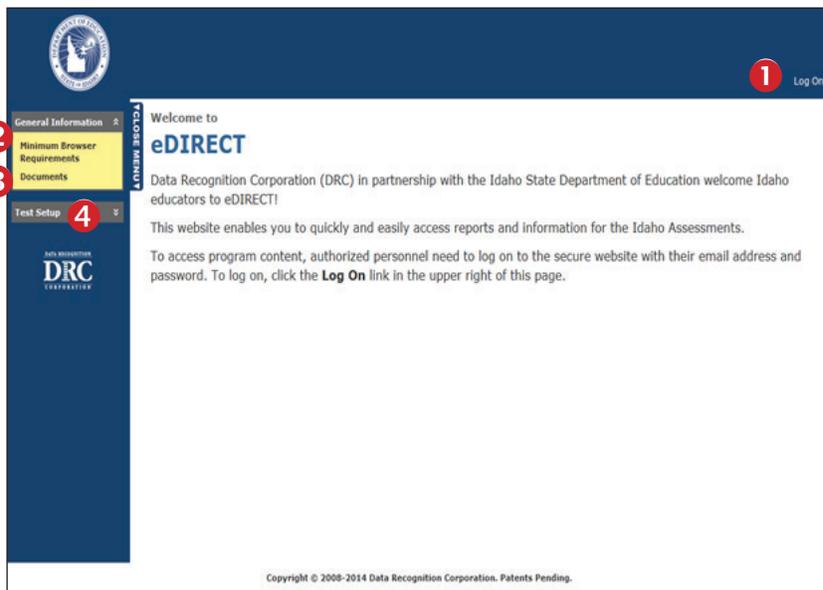
PERMISSION	ALLOWS USERS TO:
Documents – View	Allows user to view documents to which they have access
Administrator	Allows user to add/edit user accounts and profiles
Administrator – Set Password	Allows user to specify a password for a user
Materials – Additional – Primary Window	Allows user access to Additional Materials during the primary window
Materials – Additional – View/Edit	Allows user to enter, view, and modify Additional Materials orders via the Client Entry screen
Reports – View District Files	Allows user to view district reports
Reports – View School Files	Allows user to view school reports
Status Reports – District Reports	Allows access to district-level Status Reports
Online Testing Statistics	Provides access to Online Testing Statistics Reports
Online Testing – Secured Resources	Allows user to view secured online testing downloads
Students – Search/View	Allows user to search/view student data and download search results
Students – Add/Edit	Allows user to add/edit students and student data for the purposes of testing online
Students – Download Students	Allows user to download a list of student information for all students in a school
Students – Upload	Allows user to upload a list of students and student data for the purposes of testing online
Test Session – Search/View	Allows user to search/view test sessions and download search results
Test Session – Add/Edit	Allows user to add, edit, and delete test sessions
Test Session – Status Summary	Allows user to view testing status summary information
Test Tickets – View/Print	Allows user to print student test login tickets and view individual ticket statuses
Test Tickets – Invalidate/Validate	Allows user to invalidate or validate a student’s test for the purposes of flagging the test results as invalid
Test Tickets – Unlock	Allows user to unlock student test login ticket after a student's test status is “Completed” or the student test login ticket is “Locked”
Test Tickets – View Questions Attempted	Allows user to see hover text over the Status column – the text “x of y Questions Attempted” will be displayed in the hover text.
Test Setup – Device Toolkit	Allows user to configure a computer or other approved device to use for testing.
Test Setup – Primary Window	Allows user access to Test Setup during the primary window.
Test Setup – View Student Status	Allows user to view test status by student
View Online Results	Allows user to view, download, or save Online Results Report.
View Reports – Download – District/School	Allows user to download all reports for a district or school for an administration.



The eDIRECT Main Page

To display the eDIRECT main web page, enter the URL <https://id.drcedirect.com> in your supported browser. When the main eDIRECT page displays, the General Information menu is displayed in the upper left with two options: Minimum Browser Requirements and Documents.

- 1 Click **Log On** to log on to eDIRECT.
- 2 Click **Minimum Browser Requirements** to display a list of the web browser requirements needed to use DRC web pages and web-based applications.
- 3 Click **Documents** to display the Documents page. From this page you can select, open, and download various documents, including manuals and presentations.
- 4 Click **Test Setup** to display general information about test setup, or to download and use online tutorials.



Minimum System Requirements

The Idaho End-of-Course (EOC) Science and Idaho Standards Achievement Tests (ISAT) Science assessments will use DRC's INSIGHT test engine. The minimum system requirements for Windows and Macintosh computers, as well as Chromebooks, iPads, and Android devices can be found in the INSIGHT Technology User Guide. If the computers or devices in your school or district do not meet these requirements, you should first attempt to upgrade the systems to meet the requirements. If that is not possible, you should investigate alternative testing locations that have computers or devices that meet these requirements.

Minimum Browser Requirements

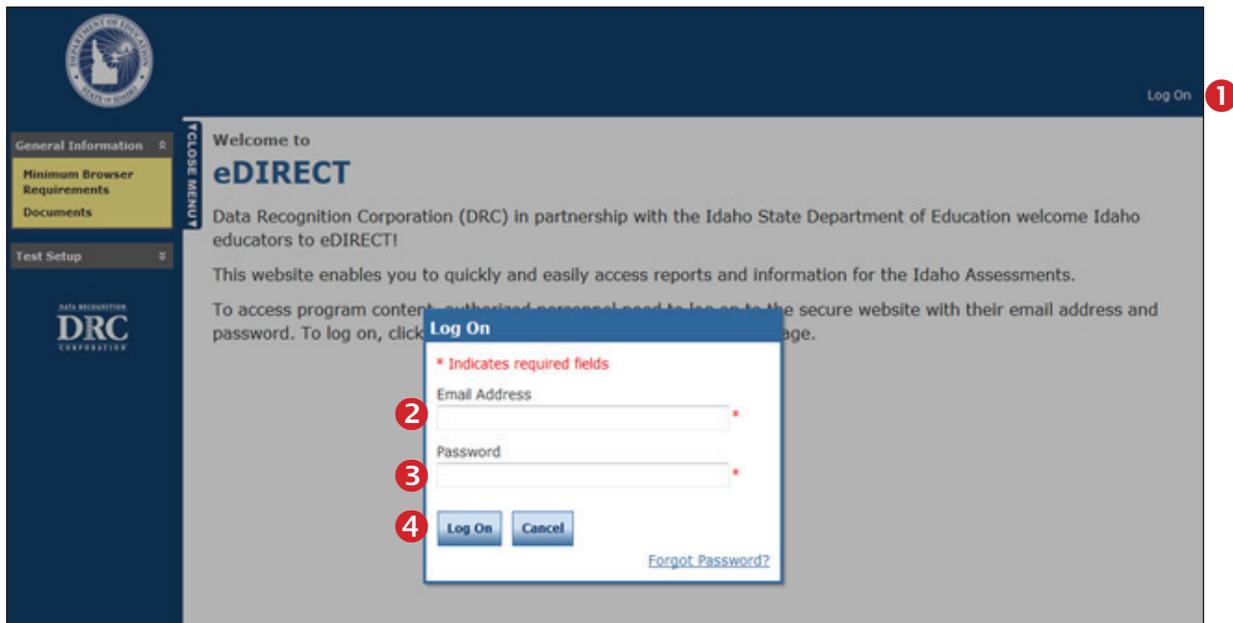
When you select **Minimum Browser Requirements** from the General Information menu of the eDIRECT website, a page displays listing browser requirements, with links to browser pages and additional information.

Logging On to eDIRECT for the First Time

To log on to eDIRECT, you must have a username and a password. When an administrator creates a user, the user receives an automatically generated email from eDIRECT containing the user's initial username (their email address) and their temporary password. Use this username and password to log on to eDIRECT for the first time.

NOTE: *Within five days of receiving the email with the temporary password, you must log in using your temporary password and change it. After five days, the password expires and the account must be reset.*

- 1 Click **Log On** at the top right corner of the eDIRECT home page.
- 2 To log on to eDIRECT, enter your email address as your username in the **Email Address** field.
- 3 Copy and paste the temporary password from the email you received into the **Password** field.
- 4 Click **Log On** to log on, or **Cancel** to cancel the process.



When you log in to eDIRECT for the first time using your temporary password, you are prompted to change the password.

- 1 Enter your new password into the **New Password** field in the **First Time Log On** page. The new password **must** contain nine or more characters, including both uppercase and lowercase letters and at least one number. It **cannot** include any part of the email address.
- 2 Re-enter the new password in the **Confirm New Password** field.
- 3 Select a security question from the **Question** drop-down menu, enter your answer in the **Answer** field, and click **Save**.

General Information
Test Setup
General Information

Welcome Jenny Park!
Log Off

First Time Log On

Password Policy: A minimum of 9 characters with at least 1 numeric, both upper-case and lower-case alphabetic, and does not include any part of the user account email address.

* Indicates required fields

Create New Password

As this is the first time you have logged in, you should select a new password. This password will replace your previously assigned password, and will be known only to yourself.

Email Address
jpark@datarecognitioncorp.com

New Password *
(Please do not paste)

Confirm New Password *
(Please do not paste)

Security Question

For your security, please choose a question and answer below before selecting continue.

Question (Select) *

Answer *
(Please do not paste)

Confirm Answer *
(Please do not paste)

Continue

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Forgetting a Password or Temporary Password Expired

- If a user forgets their password, or does not log in with their temporary password within five days, they must contact their District Test Coordinator (DTC).
- If a DTC forgets their password, or does not log in with their temporary password within five days, they must contact DRC Idaho Customer Support at 1-866-572-2050 to reset it.
- When a password is reset, an email is sent to the user to notify them and provide a new temporary password.

Security and Confidentiality Agreement for DRC Applications

The final step in the initial login process is to read and acknowledge the *Security and Confidentiality Agreement for DRC Applications*. You must agree to the conditions of this agreement in order to use eDIRECT. Print the agreement if you want to have a copy.

- 1 Read the *Security and Confidentiality Agreement for DRC Applications* and check the **I Agree** checkbox.
NOTE: *You cannot continue to use eDIRECT without checking this checkbox.*
- 2 After you have agreed to the Security Agreement, click **Continue**.
- 3 Click **Print** to print the Security Agreement.

Security and Confidentiality Agreement for DRC Applications

DRC eDIRECT is designed for State, District, and School level personnel and contains private information, including, but not limited to, test scores and student demographic information. The system is password protected and requires a user name and password for access.

The system is not for public use, and any student information from the system must not be disclosed to anyone other than a state, district or school official as defined by the Family Educational Rights and Privacy Act of 1974 (FERPA). Under FERPA, a school official is a person employed by the state, district or school as an administrator, supervisor, district test coordinator, school test coordinator, principal, teacher, or principal's designated office staff. Such a user must have a legitimate educational purpose to review an educational record in order to fulfill his/her professional responsibility.

State, district, and school users who are granted permission to this system must read and abide by the Family Educational Rights and Privacy Act (FERPA). Disclosure of passwords to anyone unauthorized to use the system is prohibited. Disclosure of a student's data to their parent or guardian must be in accordance with FERPA. For more information on FERPA, see the U.S. Department of Education website at <http://www.ed.gov/offices/OM/fpco/ferpa/>.

By agreeing to these terms, I hereby certify that I will maintain the confidentiality of student data accessed through DRC eDIRECT and I will not share information with unauthorized individuals. If I leave the position that allowed me to access this information, I will neither access nor disclose any data previously accessed through the system. Further, I will destroy any data accessed through the system if such data is no longer being used to serve a legitimate educational purpose. I understand that to continue to access, disclose, or retain such information would be in violation of the **Family Educational Rights and Privacy Act (FERPA)**.

By checking the box below, I hereby acknowledge that I have read and understand the terms of this Security and Confidentiality Agreement. Further, I agree to abide by the requirements found in the Family Educational Rights and Privacy Act (FERPA).

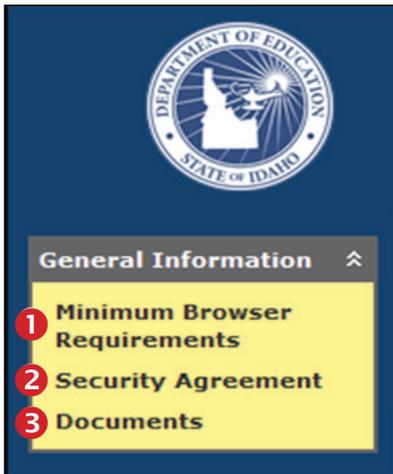
Agree ¹

2 Continue **3** Print

The General Information Menu

When you log into eDIRECT, the General Information menu is displayed in the upper left side of the main page. This menu has three options: Minimum Browser Requirements, Security Agreement, and Documents.

- 1 Click **Minimum Browser Requirements** to display the Web Browser Requirements page, which details the eDIRECT web browser requirements for all three operating systems: Windows, Mac (OS X), and Linux.
- 2 Click **Security Agreement** to display the *Security and Confidentiality Agreement for DRC Applications*. You can read and print the agreement from the page that displays.
- 3 Click **Documents** to display the **Documents** page. From this page you can select, open, and download various documents, including manuals, memos, and Microsoft PowerPoint presentations.



Ordering Accommodated Materials in eDIRECT

The accommodated materials available for these administrations are paper versions, large print versions, and Braille versions for each grade and subject. Audio CDs are available for all subjects and can be provided in addition to paper, large print, and Braille materials. The student's Individualized Education Program (IEP) will determine which accommodated versions are needed for this administration.

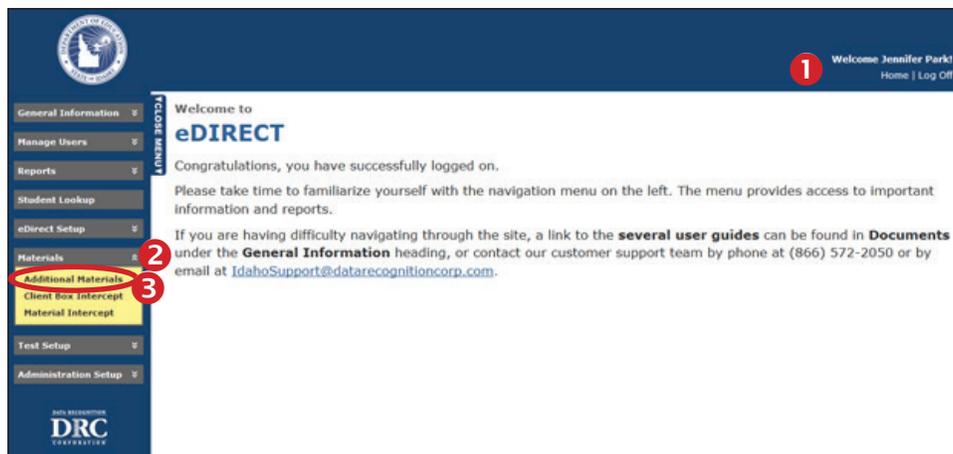
These materials are considered accommodations and are only available for special education, English Language Learners (ELL), and Section 504 students. Special accommodations may be necessary when administering the test to these students. Please check the student's IEP, ELP, or 504 Plan for special accommodations that may be needed.

IMPORTANT NOTE: No human readers will be allowed. If a student using paper, large print, or Braille needs a test read to him/her, an audio CD **must** be used.

Districts will order accommodated materials through eDIRECT. To receive orders by the beginning of the testing window, please enter your accommodated materials orders no later than the following dates:

- EOC Science – January 8, 2016
- ISAT Science – February 26, 2016

- 1 Log into eDIRECT at <https://id.dracedirect.com>.
- 2 Click on the **Materials** tab on the left side of the screen to display the **Materials** menu.
- 3 Click **Additional Materials**.



- 4 Once you are in the system, select your administration (EOC Science or ISAT Science), district, and school and then click the **Add Order** button to begin placing your order. You can also check the status of orders that have been placed with the **Find Orders** button.

Please note the following:

-  The former Test Administration Manual and Test Coordinator Manual for Accommodated Materials have been combined into one manual, referred to as the Test Administration Manual for Accommodated Materials.
- Electronic copies of the Spring 2016 Test Administration Manual for Accommodated Materials will be available in eDIRECT under General Information – Documents on January 4, 2016.
- Paper copies of the Spring 2016 Test Administration Manual for Accommodated Materials will be available to be shipped with your order upon request.

Once the order is reviewed, DRC will contact the District Test Coordinator by phone for required student information. DRC will send these materials to arrive in districts beginning February 1, 2016, for EOC Science and March 21, 2016, for ISAT Science, depending on when the order is received. **No orders for accommodated materials will be accepted after May 6, 2016.**

In addition to ordering accommodated materials through eDIRECT, you must identify each student in Test Setup in eDIRECT by subject for each accommodated material needed by May 13, 2016. Further information on editing a student's accommodations can be found on pages 73–74 in the “Editing Accommodations” section of this manual.

The Manage Users Menu

When you log into eDIRECT, the Manage Users menu is displayed in the middle left side of the main page, below the General Information menu. This menu has three options: My Account, Change My Password, and User Administration.

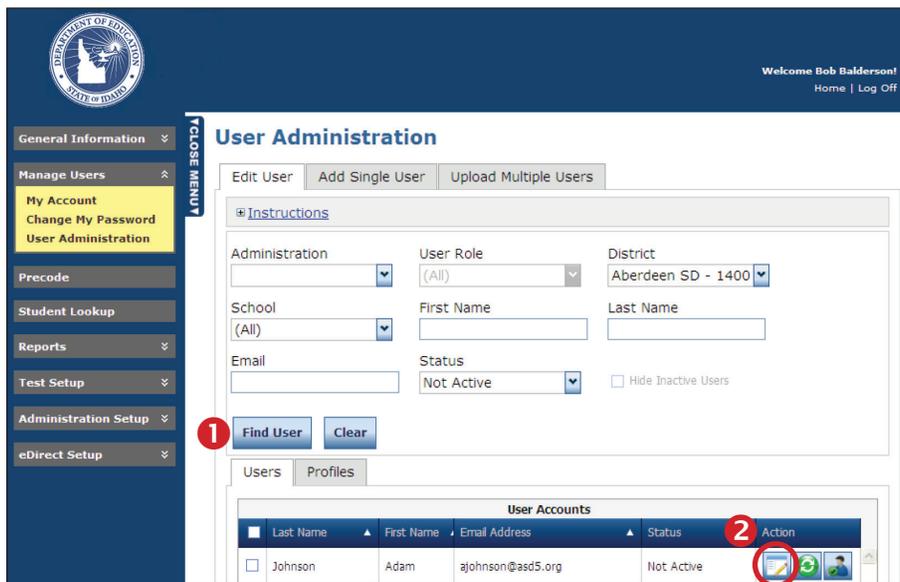
- 1 Click **My Account** to display the **My Account** page. Use this page to update your user name, email address, mailing address, phone numbers, and security question.
- 2 Click **Change My Password** to display the **Change My Password** page. From this page you can specify, confirm, and save a new password.
- 3 Click **User Administration** to perform various user administration tasks:
 - Edit a user's contact information
 - Change permissions for one or more users
 - Reset a user's password
 - Activate or inactivate one or more users
 - Add one or more users to the system



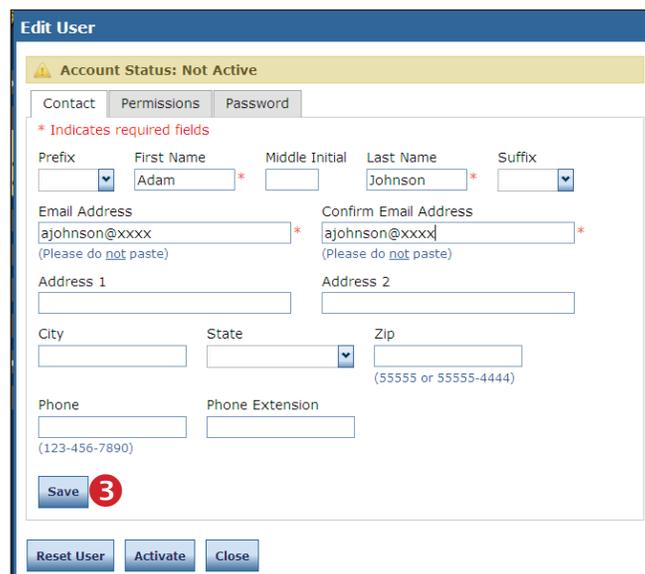
Editing and Updating a User's Contact Information

From the Manage Users menu, you can select the **User Administration** option to edit a user's contact information, edit their permissions, reset a user's password, inactivate a user, activate a user, add a single user, or upload multiple users.

- 1 To edit a user's contact information, click on the **Edit User** tab, use the various drop-down menus and fields to enter search criteria to help locate the user, and click **Find User**.
- 2 In the Action column, click the **View/Edit** icon  to display the **Edit User** dialog box.
- 3 From the **Contact** tab, update the required fields and any other fields you need to change, and click the **Save** button.



The screenshot shows the 'User Administration' page. On the left is a navigation menu with options like 'General Information', 'Manage Users', 'My Account', 'Precode', 'Student Lookup', 'Reports', 'Test Setup', 'Administration Setup', and 'eDirect Setup'. The main area has tabs for 'Edit User', 'Add Single User', and 'Upload Multiple Users'. Below these are search filters for Administration, User Role, District, School, First Name, Last Name, Email, and Status. A 'Find User' button is highlighted with a red circle and the number 1. Below the search filters is a table titled 'User Accounts' with columns for Last Name, First Name, Email Address, Status, and Action. The first row shows 'Johnson, Adam, ajohnson@asd5.org, Not Active'. The 'Action' column for this row contains icons for View, Edit, and Delete, with the Edit icon circled in red and labeled with a red circle and the number 2.

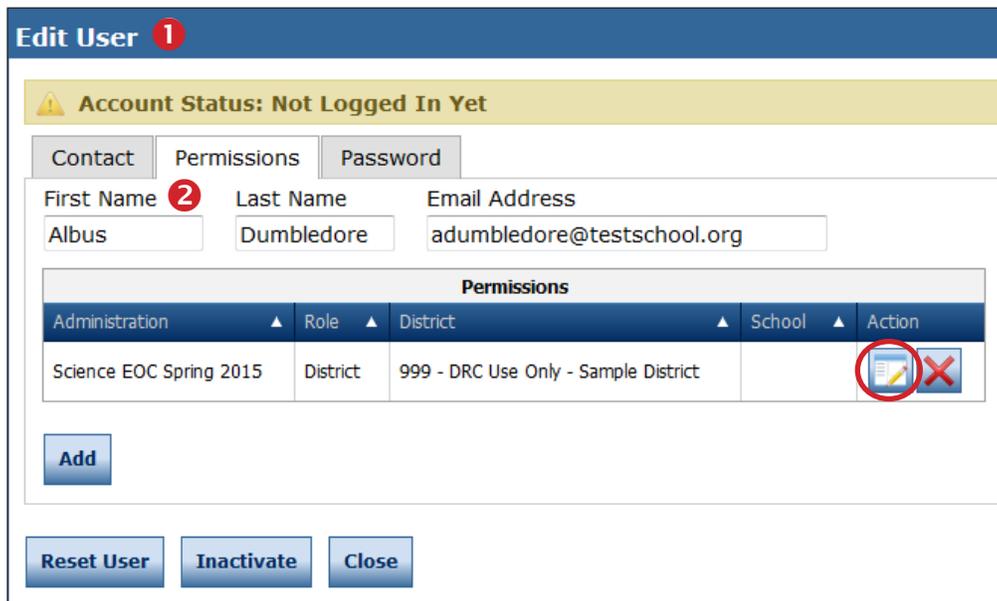


The screenshot shows the 'Edit User' dialog box. At the top, it says 'Account Status: Not Active'. There are three tabs: 'Contact', 'Permissions', and 'Password'. The 'Contact' tab is selected. A note says '* Indicates required fields'. The form contains the following fields: Prefix (dropdown), First Name (text, 'Adam'), Middle Initial (text), Last Name (text, 'Johnson'), Suffix (dropdown), Email Address (text, 'ajohnson@xxxx'), Confirm Email Address (text, 'ajohnson@xxxx'), Address 1 (text), Address 2 (text), City (text), State (dropdown), Zip (text, '(55555 or 55555-4444)'), Phone (text, '(123-456-7890)'), and Phone Extension (text). A 'Save' button is highlighted with a red circle and the number 3. At the bottom are 'Reset User', 'Activate', and 'Close' buttons.

Editing a Single User's Permissions

From the **Edit User** tab, users with the “Administrator” permission may add or remove permissions for users who have the same or fewer permissions.

- 1 To edit a user's permissions, click on the **Edit User** tab, use the various drop-down menus and fields to enter search criteria to help locate the user, and click **Find User**. In the Action column click the **View/Edit** icon . The user displays in the **Edit User** window.
- 2 Click the **Permissions** tab to display the **Permissions** dialog box. In the Action column, click the **View/Edit** icon .



Edit User 1

Account Status: Not Logged In Yet

Contact Permissions Password

First Name 2 Last Name Email Address

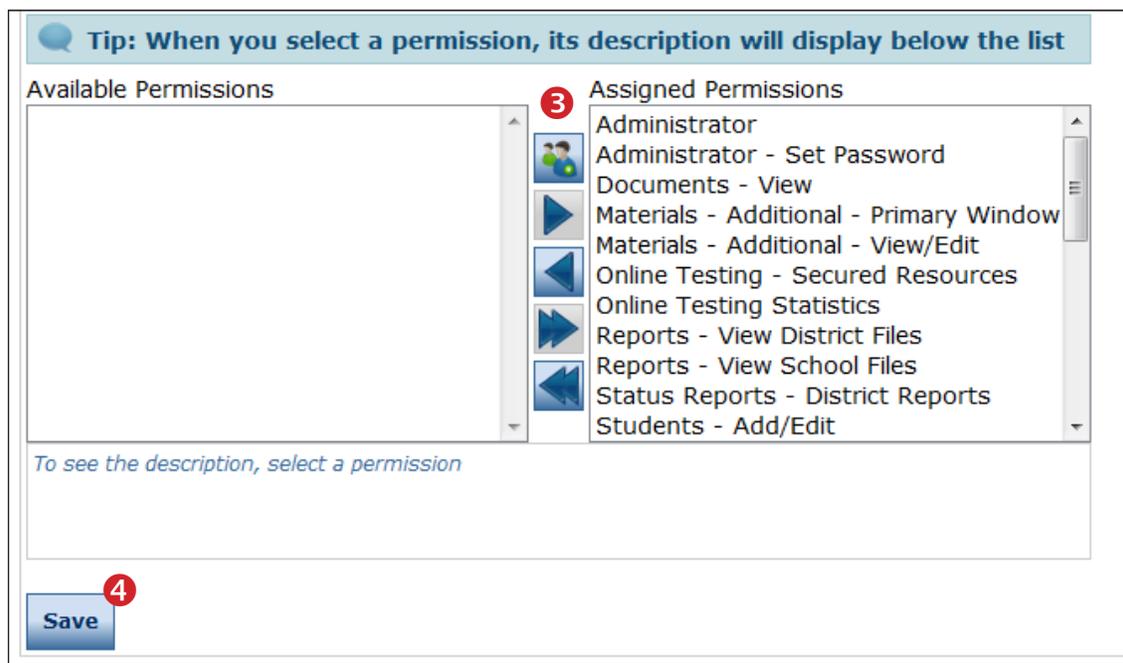
Albus Dumbledore adumbledore@testschool.org

Permissions				
Administration	Role	District	School	Action
Science EOC Spring 2015	District	999 - DRC Use Only - Sample District		 

Add

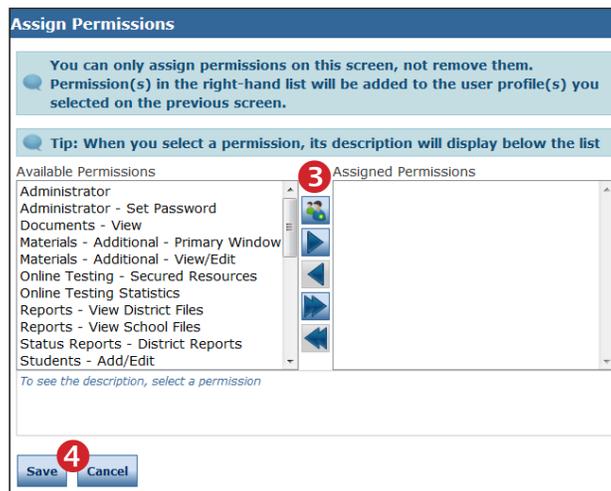
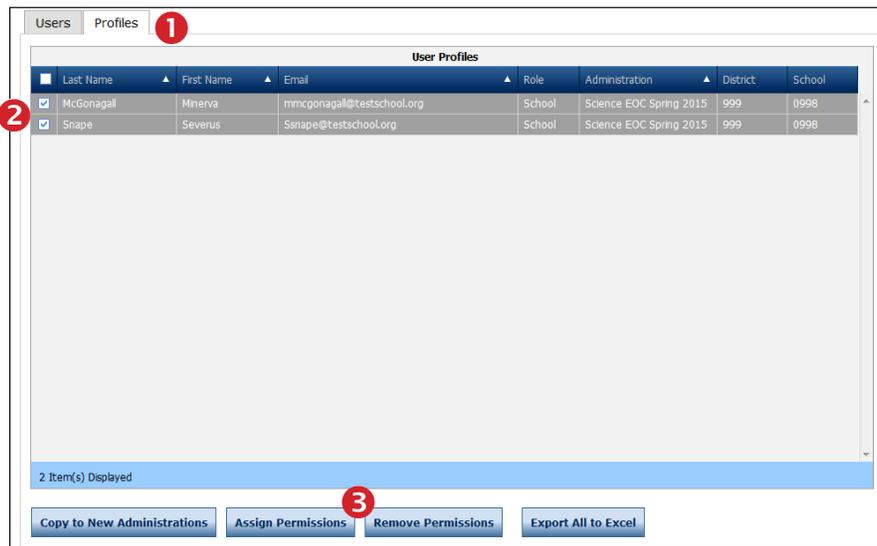
Reset User Inactivate Close

- 3 When the **Permissions** dialog box displays, select permissions from the Available Permissions list to add to the user, or select permissions from the Assigned Permissions list to remove from the user. Use the **Add Selected**  or **Remove Selected**  arrows to change the permissions, and click the **Save** button.
- To select multiple permissions in sequence, hold down the **Shift** key while you select them.
 - To select multiple permissions that are not in sequence, hold down the **Ctrl** key while you select them.
 - Use the **Add All**  and **Remove All**  arrows to add or remove all permissions.
 - Click the **Clone from Another User** icon  to copy another user's set of permissions.
- 4 Click **Save** when you are finished to save your changes, or **Cancel** to cancel them.



Editing Multiple Users' Permissions

- 1 To edit permissions for multiple users, click on the **Edit User** tab, use the various drop-down menus and fields to enter search criteria to help locate the users, click **Find User** to display a list of users, and select the **Profiles** tab.
- 2 Check the checkbox in the left hand column for each user profile you want to edit.
- 3 Click the **Assign Permissions** or **Remove Permissions** button and adjust the permissions using the arrows when the **Assign Permissions** or **Remove Permissions** dialog boxes display (see “Editing a Single User’s Permissions” for details).
- 4 Click **Save** when you are finished to save your changes, or **Cancel** to cancel them.



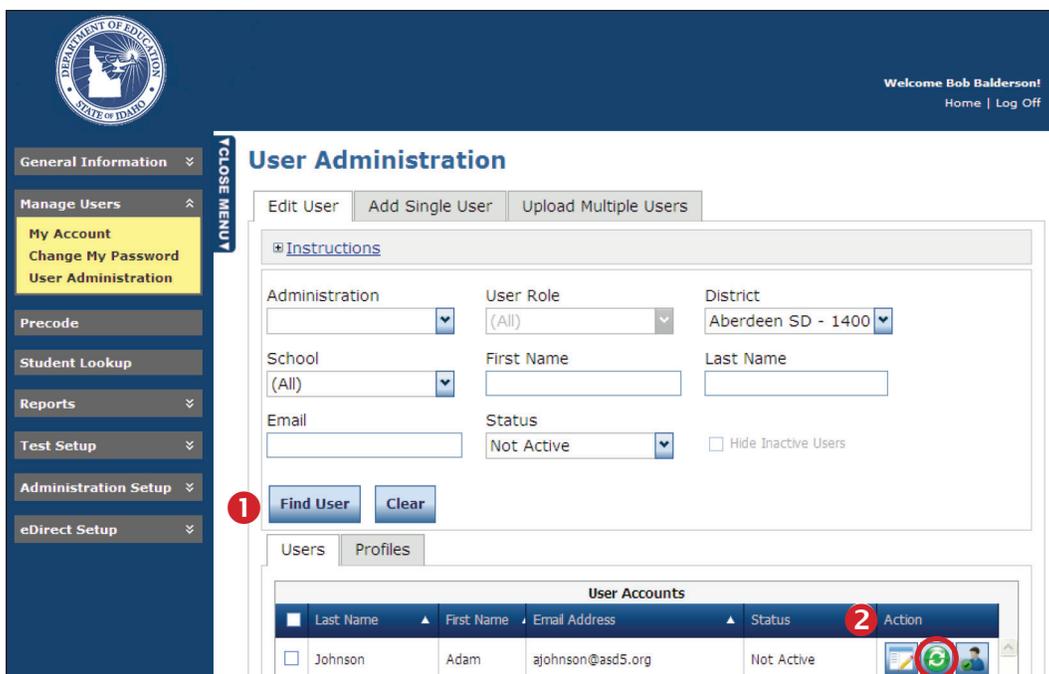
Resetting a User's Password

If a user forgets their password, or does not log in with their temporary password within five days, they must contact their District Test Coordinator (DTC) or School Test Coordinator (STC).

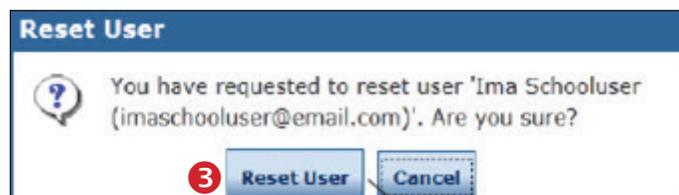
If a DTC forgets their password, or does not log in with their temporary password within five days, they must contact Idaho Customer Support (866-572-2050 or Idahosupport@datarecognitioncorp.com) to reset it.

When a password is reset, an email is sent to the user to notify them and provide a new temporary password (see “Logging On to eDIRECT for the First Time” for details).

- 1 To reset a user's password, click on the **Edit User** tab, use the various drop-down menus and fields to enter search criteria to help locate the user, and click **Find User**.
- 2 In the Action column, select the **Reset User** icon  for the user whose password you want to reset.
- 3 When the **Reset User** dialog box displays, click **Reset User** to reset their password, or **Cancel** to cancel the process.



The screenshot shows the 'User Administration' page. On the left is a navigation menu with options like 'General Information', 'Manage Users', 'My Account', 'Change My Password', 'User Administration', 'Precode', 'Student Lookup', 'Reports', 'Test Setup', 'Administration Setup', and 'eDirect Setup'. The main content area has tabs for 'Edit User', 'Add Single User', and 'Upload Multiple Users'. Below these are search filters for Administration, User Role, District, School, First Name, Last Name, Email, and Status. A 'Find User' button is highlighted with a red circle and the number 1. Below the filters is a table of 'User Accounts' with columns for Last Name, First Name, Email Address, Status, and Action. The 'Action' column for the user 'Johnson, Adam' contains a 'Reset User' icon (a green circular arrow) which is highlighted with a red circle and the number 2.



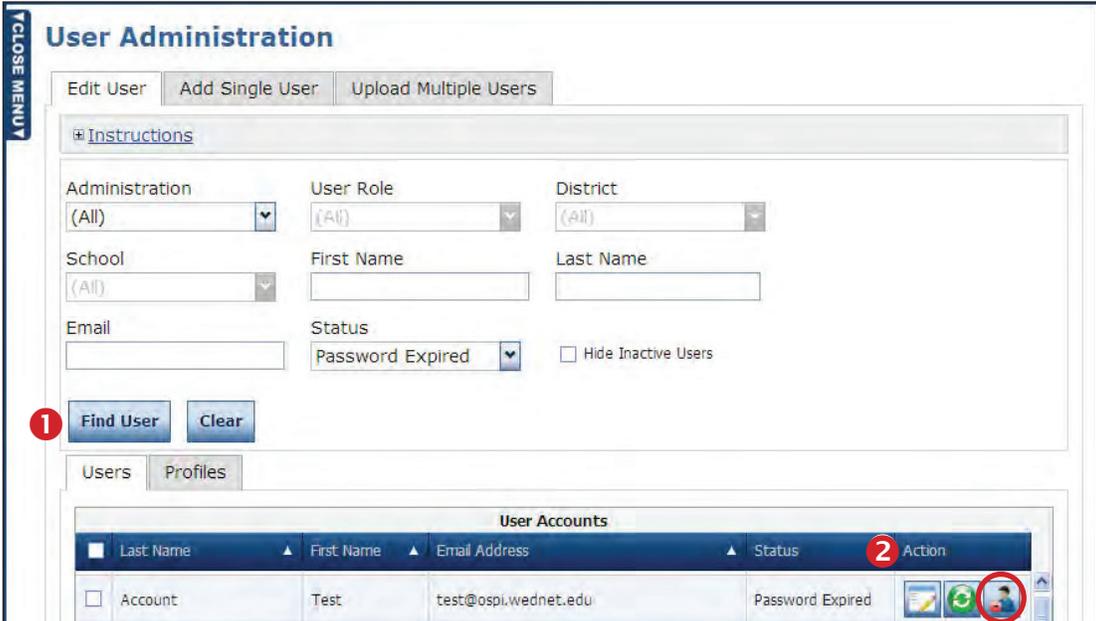
The 'Reset User' dialog box is shown. It has a blue header with the text 'Reset User'. Below the header is a question mark icon and the text: 'You have requested to reset user 'Ima Schooluser' (imaschooluser@email.com)'. Are you sure?'. At the bottom of the dialog are two buttons: 'Reset User' and 'Cancel'. A red circle with the number 3 points to the 'Reset User' button.

Inactivating a User

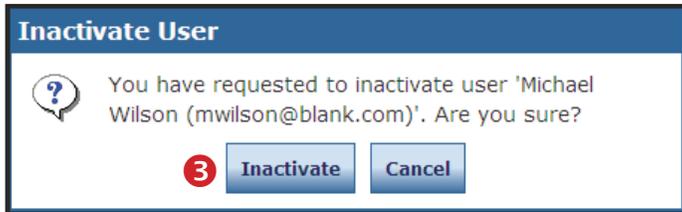
You can inactivate eDIRECT users that are currently active. When a user is inactivated, they are unable to access eDIRECT (to reactivate a user, see “Activating a User”).

NOTE: When a user is inactivated they **do not** receive an email.

- 1 To inactivate a user, click on the **Edit User** tab, use the various drop-down menus and fields to enter search criteria to help locate the user, and click **Find User**.
- 2 In the Action column, select the **Inactivate** icon  for the user you want to make inactive.
- 3 When the **Inactivate User** dialog box displays, click **Inactivate** to make them inactive, or **Cancel** to cancel the process.



The screenshot shows the 'User Administration' interface. At the top, there are tabs for 'Edit User', 'Add Single User', and 'Upload Multiple Users'. Below these are search filters for Administration, User Role, District, School, First Name, Last Name, Email, and Status. A 'Find User' button is highlighted with a red circle and the number 1. Below the filters is a table of 'User Accounts' with columns for Last Name, First Name, Email Address, Status, and Action. The 'Action' column contains icons for edit, refresh, and inactivate. The inactivate icon is circled in red with the number 2.

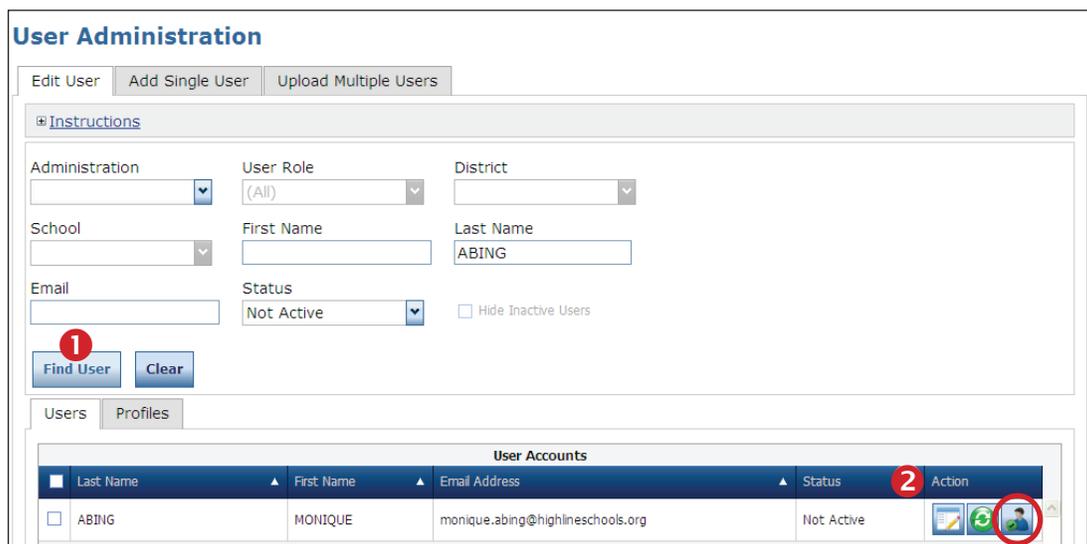


The 'Inactivate User' dialog box is shown. It contains a question mark icon and the text: 'You have requested to inactivate user 'Michael Wilson (mwilson@blank.com)'. Are you sure?'. Below the text are two buttons: 'Inactivate' and 'Cancel'. The 'Inactivate' button is highlighted with a red circle and the number 3.

Activating a User

You can activate an eDIRECT user that is currently inactive so they can access eDIRECT again (to inactivate a user, see “Inactivating a User”). When they are activated, an email is sent to them to notify them that their account has been reset and provides their new temporary password.

- 1 To activate a user, click on the **Edit User** tab, use the various drop-down menus and fields to enter search criteria to help locate the user, and click **Find User**.
- 2 In the Action column, select the **Activate** icon  for the user you want to make active. When the user is activated, the following message displays: **The user has been activated.**



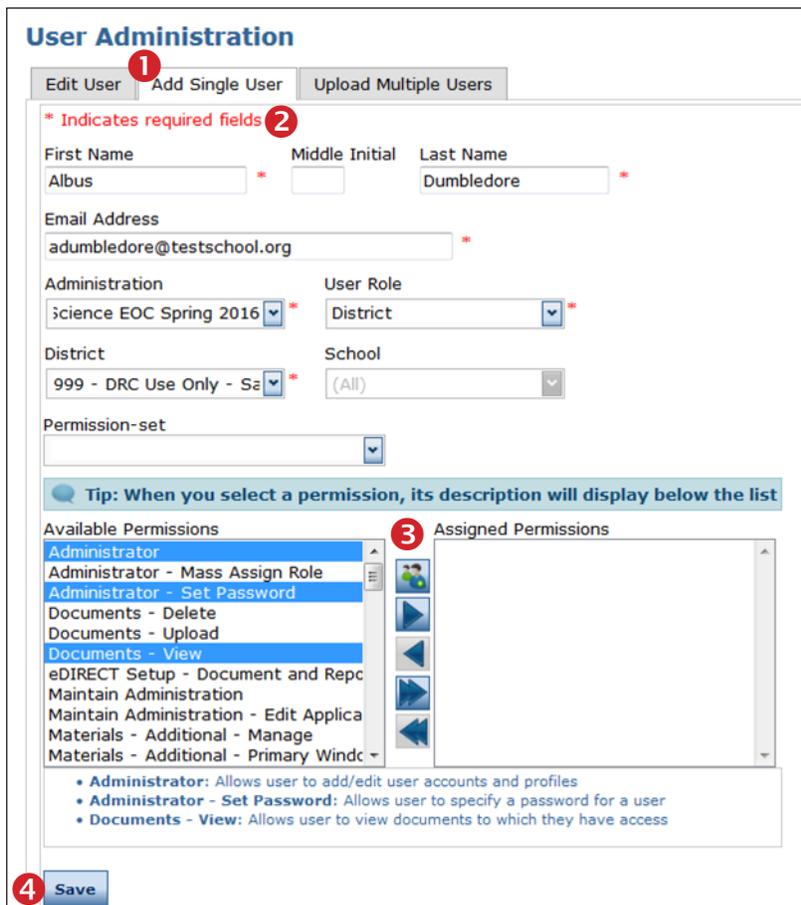
The screenshot shows the 'User Administration' interface. At the top, there are tabs for 'Edit User', 'Add Single User', and 'Upload Multiple Users'. Below this is an 'Instructions' section with search filters for Administration, User Role, District, School, First Name, Last Name, Email, and Status. The 'Find User' button is highlighted with a red circle and the number 1. Below the search filters are tabs for 'Users' and 'Profiles'. The 'Users' tab is active, showing a table of 'User Accounts'. The table has columns for Last Name, First Name, Email Address, Status, and Action. The first row shows a user with Last Name 'ABING', First Name 'MONIQUE', Email Address 'monique.abing@highlineschools.org', and Status 'Not Active'. The 'Action' column for this user contains three icons: a document, a refresh, and a person icon. The person icon is highlighted with a red circle and the number 2.

Last Name	First Name	Email Address	Status	Action
ABING	MONIQUE	monique.abing@highlineschools.org	Not Active	  

Adding a User

When you add a user, specify the permissions they will have. You can only grant them permissions that you currently have.

- 1 To add a user, from the Manage Users menu select the **User Administration** option and click on the **Add Single User** tab.
- 2 Fill out the required fields and required options from the drop-down menus.
NOTE: A required field or menu option has a *red asterisk (*)* next to it.
- 3 Select the permissions needed from the **Available Permissions** box and click the **Add Selected**  arrow. Clicking the **Add All**  double arrow will add all available permissions.
- 4 Click **Save**.



The screenshot shows the 'User Administration' interface. At the top, there are three tabs: 'Edit User', 'Add Single User' (highlighted with a red circle 1), and 'Upload Multiple Users'. Below the tabs, a red asterisk indicates required fields. The form includes text input fields for 'First Name' (Albus), 'Middle Initial', and 'Last Name' (Dumbledore), all marked with red asterisks. The 'Email Address' field contains 'adumbledore@testschool.org' and is also marked with a red asterisk. There are two dropdown menus for 'Administration' (set to 'Science EOC Spring 2016') and 'User Role' (set to 'District'), both marked with red asterisks. Below these are 'District' (set to '999 - DRC Use Only - Sa') and 'School' (set to '(All)') dropdowns. A 'Permission-set' dropdown is also present. A blue tip box states: 'Tip: When you select a permission, its description will display below the list'. Below the tip are two panes: 'Available Permissions' and 'Assigned Permissions'. The 'Available Permissions' list includes 'Administrator', 'Administrator - Mass Assign Role', 'Administrator - Set Password', 'Documents - Delete', 'Documents - Upload', 'Documents - View', 'eDIRECT Setup - Document and Repc', 'Maintain Administration', 'Maintain Administration - Edit Applica', 'Materials - Additional - Manage', and 'Materials - Additional - Primary Windc'. The 'Assigned Permissions' pane is currently empty. At the bottom left, there is a 'Save' button highlighted with a red circle 4. A red circle 3 points to the 'Add Selected' arrow icon between the two panes.

Adding Multiple Users

You can add multiple users to eDIRECT at once. To add multiple users, you must upload a file that meets certain file layout requirements. For help or more information about this process, click the **File Layout** and **Sample File** from the **Upload Multiple Users** tab.

- 1 To add multiple users, from the **Manage Users** menu select the **User Administration** option and click on the **Upload Multiple Users** tab.
- 2 Select the appropriate administration and click **Browse...** to select the file to upload.
- 3 Click **Upload** when you are ready.

NOTE: *If there are errors in the file, a message displays containing details about the errors. You must resolve the errors and repeat steps 1 and 2.*

The screenshot shows the 'User Administration' interface. At the top, there are three tabs: 'Edit User', 'Add Single User', and 'Upload Multiple Users'. The 'Upload Multiple Users' tab is selected and marked with a red circle '1'. Below the tabs is a message box that says 'First time? Download the [File Layout](#) (PDF document) and a [Sample File](#) (CSV text file)'. Below the message box is an 'Instructions' section. The main form has two fields: 'Administration' with a dropdown menu showing 'Science EOC Spring 2016' and a red asterisk, and 'File' with a text input field and a 'Browse...' button, also marked with a red circle '2'. Below the form is an 'Upload' button marked with a red circle '3'. At the bottom, there is a 'User Listing' table with columns: First Name, MI, Last Name, Email Address, Role, District, School, and Upload Errors. Below the table, there is a note: 'If there are errors in your file, then they will display here after upload.'

The Reports Menu

From the Reports menu, eDIRECT users can download status reports and reports detailing online testing statistics. Users can also use the View Online Results functionality to view students' preliminary test scores.

View Online Results

The View Online Results functionality allows users with this permission to view or download students' **preliminary** score results.

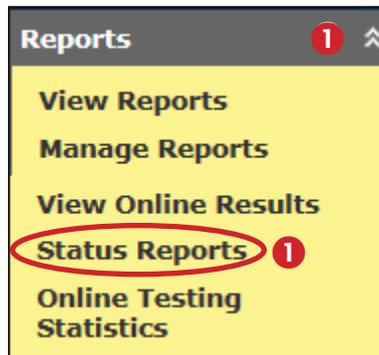
Status Reports

eDIRECT provides status reports that you can use to track testing activity for a test administration in a particular district and school. During testing, these reports are updated daily at the end of each testing day. The following table lists and describes each report.

REPORT	DESCRIPTION
Daily Student Status Report	<p>Each student that logs into a test appears on this report. This report shows the times the test was started and submitted; whether or not the Test Ticket has been invalidated; and a comment field to manually enter comments on the printed report.</p> <p>As the report name suggests, this is a daily report and will not contain any historical test activity for the student.</p>
Cumulative Student Status Report	<p>This report displays all students in a test session, regardless of whether they have started the test session or not. Shows the test status for each student, including the times the test was started and submitted; whether or not the Test Ticket has been invalidated; assigned accommodations; and a comment field to manually enter comments on the printed report.</p>
 Daily District Report of Testing Status by School	<p>This report displays the number of tests started and the number of tests ended for a district and school, or a grade and subject level.</p>
 Weekly District Report	<p>This report displays the number of tests started and the number of tests ended at a district level for each week of testing.</p>

Viewing Status Reports

- 1 Select **Status Reports** from the **Reports** menu to display the **Status Reports** page.
- 2 You can use the Administration, District, and School drop-down menus to filter the display. Then, you can select any status report to display.
- 3 Click the **Open Report** icon  to display a report. See “Status Reports” for a description of the available status reports.



Status Reports

* Indicates required fields

Administration **2** * District **2** School **2**

Reports		
Title	Description	Action
Daily Cumulative Student Status Report	Displays all students in a test session, regardless of whether they have started the test session or not. Shows the test status for each student, including start and submit times, the ticket status, assigned accommodations and has a comment field.	 3
Daily Student Status Report	Displays each student that logs into a test. Shows the test start and submit times, test ticket status and has a comment field. This report does not contain any cumulative test activity for the student.	



For Spring 2016, the following Status Reports will also be available:

Title	Description
Daily District Report of Testing Status by School	Displays the number of tests started and the number of tests ended for a district and school, or a grade and subject level.
Weekly District Report	Displays the number of tests started and ended at a district level for each week of testing.

Online Testing Statistics Reports

You can display Testing Statistics reports by subject/grade or by district/date.

- 1 Select **Online Testing Statistics** from the **Reports** menu to display the **Online Testing Statistics** page.
- 2 You can view the previous day's reports, or a cumulative set of reports.
- 3 You can view reports by subject and grade, or by district and date.
- 4 Click **Export** to export a report in a comma-separated values (.csv) format to download into a spreadsheet.

Online Testing Statistics

Science EOC Spring 2015 ▼

Cumulative Yesterday

Cumulative

Student / Grade District / Date

All Tests			
Total	Test Started Count	Test Ended Count	
41442	20722	20718	

By Subject			
Subject	▲	Test Started Count	Test Ended Count
Biology		18932	18930
Chemistry		1790	1788

By Grade			
Grade	▲	Test Started Count	Test Ended Count
10		19253	19249
11		1154	1154
12		315	315

By Subject and Grade					
Subject	▲	Grade	▲	Test Started Count	Test Ended Count
Biology		10		18312	18310
Biology		11		424	424
Biology		12		196	196
Chemistry		10		941	939
Chemistry		11		730	730
Chemistry		12		119	119

4 [Export](#)

[Export](#)

[Export](#)

[Export](#)

eDIRECT Test Setup

Test Setup

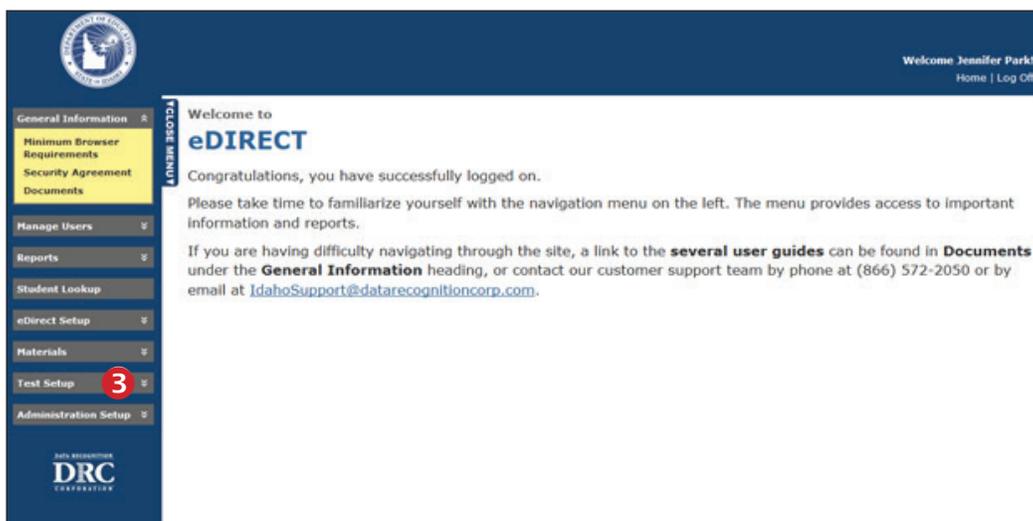
The ID Online Assessments system uses Test Setup to manage student information required to administer any of the online assessments.

Test Setup is Web-based and does not require a software installation to operate. Test Setup is accessed via eDIRECT and requires an Idaho eDIRECT account and appropriate permissions.

This section provides information about how to access Test Setup and provides details about its components.

Accessing Test Setup

- 1 Go to the ID eDIRECT Web site at <https://id.dracedirect.com>.
- 2 **Log On** with your email and password.
- 3 Click on **Test Setup** on the left menu.



Test Setup Instructions

Throughout Test Setup there are built-in instructions for using each feature. Any time you see +Instructions, click on the plus sign and the instructions expand for further reading.



Grid Functionality

Throughout Test Setup, any time a grid is displayed, it is organized and arranged based on default settings. The information displayed in the grid can be rearranged by clicking on a column header, or by clicking on and dragging the column to a new position so the order in which the columns are displayed changes.

Administration
Science EOC Spring 2016 *

Last Name

Grade

Accommodation Content Area

Content Area

District
999 - DRC Use Only - Sar

First Name

Demographic

Accommodation Type

Session

School
0998 - DRC Use Only - EI

EDUID

Online Test Status

Accommodation

Session Assignment

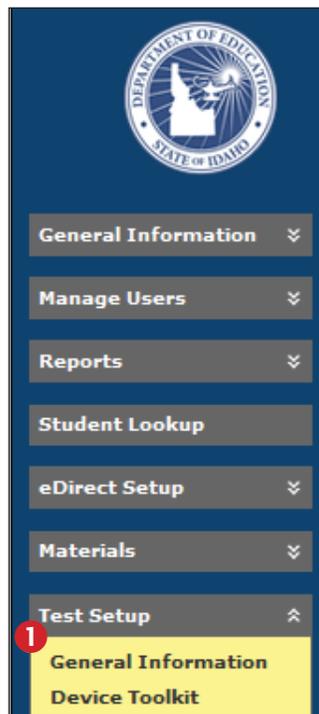
Find Students
Clear

Students						
<input type="checkbox"/>	Last Name ▲	First Name ▲	EDUID	Date Of Birth	Grade ▲	Action
<input type="checkbox"/>	Finn	Huckleberry	456789123	1/1/2000	10	
<input type="checkbox"/>	Gale	Dorothy	234567891	1/1/2000	10	
<input type="checkbox"/>	Nickelby	Nicholas	123456789	2/2/1999	11	
<input type="checkbox"/>	Pye	Ginger	789456123	1/1/1998	12	

General Information

From the General Information option of the Test Setup menu, eDIRECT users can download INSIGHT and the Testing Site Manager (TSM), and display and use the online tutorials.

- 1 Select **General Information** from the **Test Setup** menu to display the **Test Setup General Information** page.
- 2 Click the **About** tab to display the **Welcome to the DRC INSIGHT Online Learning System** message.
- 3 Click the **Downloads** tab to download the Testing Site Manager (TSM) and INSIGHT. See the INSIGHT Technology User Guide for details about test setup and configuration.
- 4 Click the **Idaho Online Assessments Tutorial** tab to view and work with the online tutorials.





Device Toolkit

The Device Toolkit uses the concept of ORG Units to organize and manage devices. A Device Toolkit ORG Unit is a logical method of grouping your devices for testing with DRC INSIGHT that makes sense for your environment. Use the Device Toolkit to create and delete ORG Units, add devices to ORG Units, move devices between ORG Units, remove devices from ORG Units, and create ORG Unit configuration files. Further information is available in the INSIGHT Technology User Guide.



Loading Student Data into eDIRECT

Beginning in Spring 2016, districts will be responsible for loading student data into eDIRECT for the ISAT Science and EOC Science assessments. No student data will be uploaded into eDIRECT from ISEE, so the student data uploaded by the districts will be used for both testing and reporting. Therefore, the importance of accurate student data cannot be overstated.

It is recommended that data for students who will be taking the ISAT Science or EOC Science assessments be loaded into eDIRECT through Upload Multiple Students whenever possible. Individual student records may also be added manually into eDIRECT. However, it is strongly recommended that students be added manually only when they are new to the district and must test that day. A complete student record should then be added into eDIRECT through Upload Multiple Students.

Upload Multiple Students File

The Upload Multiple Students file will take the place of the ISEE file for the purpose of uploading student data into eDIRECT. **For EOC Science, the Upload Multiple Students functionality will be available from January 25, 2016, until May 20, 2016. For ISAT Science, the Upload Multiple Students functionality will be available from March 7, 2016, until May 20, 2016.** Users with appropriate permissions will be able to upload or edit student data using the Upload Multiple Students file.

Note: *You may use Upload Multiple Students to edit student information once the initial Upload Multiple Students File has been submitted.*

Uploading or Editing Student Data Using the Upload Multiple Students File:

- 1 Select **Students** from the **Test Setup** menu to display the **Manage Students** page.
- 2 Click the **Upload Multiple Students** tab.
- 3 Use the **Sample File** as a guide for creating your Upload Multiple Students file with your student data. Refer to the **File Layout** for guidance on formatting rules, acceptable values, and required fields.
- 4 To upload student data, select the **Administration** for which you would like to upload student information.

- 5 In the **File** field, browse to find your Upload Multiple Students file.
- 6 Click **Upload**.

Add Students

In addition to adding student data using Upload Multiple Students, student records may be added or edited manually in eDIRECT. **It is strongly advised that users utilize the Upload Multiple Students functionality whenever possible to maintain data integrity.** When a student is added to eDIRECT manually, a complete student record must be submitted for the student through Upload Multiple Students before the testing window closes. When adding a student to eDIRECT manually, the preferred method is to add the student directly to a test session. This will automatically set the student as an online tester.

To add a new student directly to a test session, follow these steps:

- 1 Under **Test Setup** select **Test Sessions**.
- 2 Enter desired search criteria and click **Show Sessions**.
- 3 Click the **View/Edit** action button  next to the test session you would like to add a new student to.
- 4 To add a new student to the test session, click **New Student**. The **Add Student** window will appear.
- 5 Enter the student's information into the fields on the **Student Detail**, **Demographics**, and **Accommodations** (if applicable) tabs.
- 6 Click **Save**. The student will be automatically placed into the test session.

NOTE: Student Detail, Demographics, and Test Sessions can be viewed and edited by double-clicking the student name.

New students can also be added to Test Setup by accessing the Students tab. To add a new student without adding them to a test session, follow these steps:

- 1 Select **Students** under the **Test Setup** tab.
- 2 Select the **Administration** to which you would like to add the student.
- 3 Select the student's **District** and **School**.
- 4 Click the **Add Student** button at the bottom of the page.
- 5 Enter the student's information as applicable into the fields on the **Student Detail**, **Demographics**, **Testing Codes**, and **Accommodations** tabs.
- 6 Click **Save**. The student will then need to be added to a test session to be able to test online.

Note: Students who are added to eDIRECT through the Students tab in Test Setup **MUST** be added to a test session before they may test. See page 83 for instructions on how to add a student to a test session.

Manage Students

Once student information is uploaded, eDIRECT users can view and edit student information within the **Students** option of the Test Setup menu. Search for students to perform the following tasks:

- View and edit demographic information about the student
- Mark the accommodations the student is using
- Mark the testing codes for a student
- View the test sessions for which the student is currently enrolled and their status

Prior to test administration, verify all participating students are in Test Setup with associated test sessions.

Helpful Hint: To quickly update student demographics in Test Setup, double click on the student name on the screen where you are currently working.

To search for students, follow these steps:

- 1** Select **Students** from the **Test Setup** menu to display the **Manage Students** page.
- 2** Select the **Administration** you would like to search. If applicable, select the District and/or School. Enter any other desired search criteria: Student Last/First Name, EDUID, Grade, Content Area, or Test Sessions.
- 3** Click **Find Students**. To clear your search and start over, click **Clear**.



- General Information
- Manage Users
- Reports
- Student Lookup
- eDirect Setup
- Materials
- Test Setup
- General Information
- Device Toolkit
- Students**
- Student Status
- Test Sessions
- Testing Windows
- Administration Setup

TCLOSE MENU

Manage Students

Manage Students Upload Multiple Students

Instructions

* Indicates required fields

Administration Science EOC Spring 2016 *	District 999 - DRC Use Only - Sar	School 0998 - DRC Use Only - EI
Last Name	First Name	EDUID
Grade	Demographic	Online Test Status
Accommodation Content Area	Accommodation Type	Accommodation
Content Area	Session	Session Assignment

2

1

3

Find Students Clear

Students					
Last Name	First Name	EDUID	Date Of Birth	Grade	Action
Choose from the above filters and click on 'Find Students' to view matching 'Students'					

To export search results, follow these steps:

- 1 Search for students.
- 2 Click **Export to Excel**.

NOTE: Only the search results will be exported to Excel.

The screenshot shows a search interface with filters for Grade, Content Area, and Session. Below the filters are buttons for 'Find Students' and 'Clear'. A table titled 'Students' displays the following data:

Last Name	First Name	EDUID	Local Student ID	Date Of Birth	Grade	Action
Gale	Dorothy	456789132		2/2/1997	12	[icon]
Little	Stuart	456789111		5/5/1997	11	[icon]
Potter	Harry	555666777		4/4/1998	10	[icon]
Price	Homer	266445888		3/3/1997	11	[icon]
Pye	Ginger	123456789		1/1/1998	10	[icon]

At the bottom of the table, there is a pagination bar showing 'Page 1 of 1 (5 items)' and navigation arrows. The 'Export to Excel' button is highlighted with a red circle and the number 2.

To download a complete student list for a school, follow these steps:

- 1 Select **Students** under the **Test Setup** tab.
- 2 Select the **Administration** you would like to search.
- 3 If applicable, select the **District** and/or **School**.
- 4 Click on **Download Students**.

This screenshot is identical to the one above, showing the same search interface and student table. However, the 'Download Students' button at the bottom of the table is highlighted with a red circle and the number 4.

Editing a Student's Information

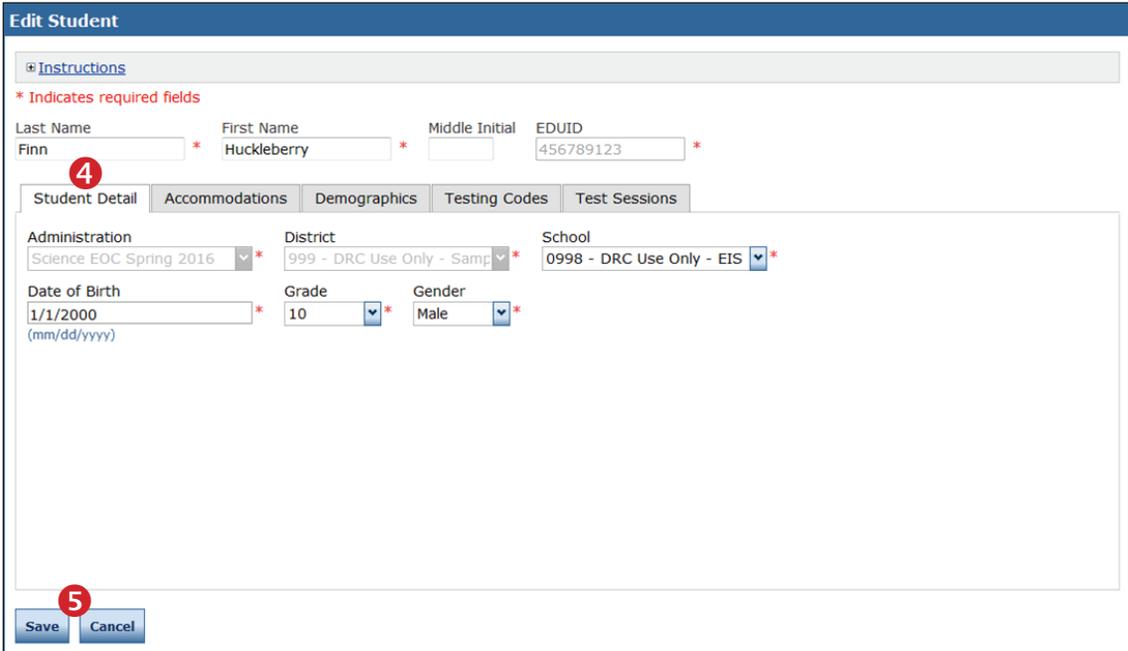
You can perform the following tasks from the Edit Student window:

- Modify a student's demographics (the Student Detail)
- Edit a student's testing accommodations (see "Editing Accommodations" on pages 73–74)
- Edit a student's testing codes (see "Editing Testing Codes" on page 77)
- View the test sessions for which the student is enrolled (see "Editing Student Test Session Detail" on page 78)
- View the student's test session status information (see "Student Status" on page 80)

Student Detail

To view or edit a student's information, do the following:

- 1 Click on the **Students** link from the **Test Setup** menu and select your search criteria.
- 2 Click the **Find Students** button.
- 3 Click the **View/Edit** icon  in the Action column for the student whose information you want to edit.
- 4 In the **Edit Student** window, edit the information in the **Student Detail** tab.
- 5 Click **Save** to save your changes; **Cancel** to cancel them.



The screenshot shows the "Edit Student" window with the "Student Detail" tab selected. The window has a blue header and a white body. At the top, there is an "Instructions" section with a red asterisk indicating required fields. Below this, there are input fields for "Last Name" (Finn), "First Name" (Huckleberry), "Middle Initial", and "EDUID" (456789123). A red circle with the number "4" is placed over the "View/Edit" icon (a pencil) in the Action column. Below the name fields, there are tabs for "Student Detail", "Accommodations", "Demographics", "Testing Codes", and "Test Sessions". The "Student Detail" tab is active, showing fields for "Administration" (Science EOC Spring 2016), "District" (999 - DRC Use Only - Samp), "School" (0998 - DRC Use Only - EIS), "Date of Birth" (1/1/2000), "Grade" (10), and "Gender" (Male). A red circle with the number "5" is placed over the "Save" button at the bottom left of the window.

Editing Accommodations

Students requiring paper, large print, Braille, paper with audio CD, large print with audio CD, Braille with audio CD, or audio online must be coded accordingly in eDIRECT.

Audio Online

When audio online is indicated for a student in eDIRECT, the student roster and the student's Test Ticket will display "Audio Online." The audio accommodation must be entered **before** student Test Tickets are printed. Audio will be unavailable to the student if the ticket does not specify "Audio Online."

NOTE: *No human readers are allowed, so if a student needs the test read to him/her, audio online or audio CD with an accommodated material (paper, large print, or Braille) must be used.*

NOTE: *A Testing Site Manager (TSM) with content caching is required for the audio online accommodation and the "Enable TTS" checkboxes must be checked within the TSM. For more information on configuring devices for an audio accommodation, see the INSIGHT Technology User Guide. Please work with your Technology Coordinator to ensure the audio online accommodation is correctly configured before testing begins.*

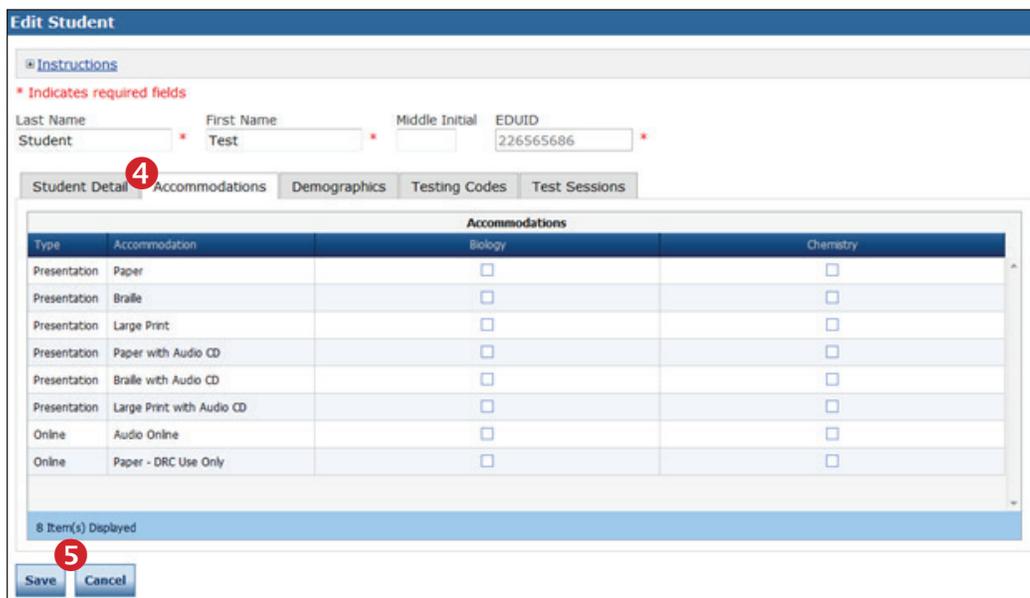
<p style="text-align: center;">Science EOC Spring 2016 Test Ticket Biology Accommodation – Audio Online</p> <p>School: Sample School Student Name: Anderson, Abigail A EUID: 12345678 Username: AAnderson1 Password: MELT3456</p>
--

Paper Accommodations

Students requiring paper, large print, Braille, paper with audio CD, large print with audio CD, Braille with audio CD, or audio online must be marked accordingly in eDIRECT. These students will need to be marked for their accommodation in eDIRECT.

To view or edit a student's accommodations, do the following:

- 1 Click on the **Students** link from the **Test Setup** menu and select your search criteria.
- 2 Click the **Find Students** button.
- 3 Click the **View/Edit** icon  in the Action column for the student whose information you want to edit.
- 4 In the **Edit Student** window, edit the information in the **Accommodations** tab. Check the student's accommodation under the content area in which the student is testing.
- 5 Click **Save** to save your changes; **Cancel** to cancel them.



Edit Student

[Instructions](#)

* Indicates required fields

Last Name: Student * First Name: Test * Middle Initial: EDUID: 226565686 *

Student Detail **4** Accommodations Demographics Testing Codes Test Sessions

Accommodations			
Type	Accommodation	Biology	Chemistry
Presentation	Paper	<input type="checkbox"/>	<input type="checkbox"/>
Presentation	Braille	<input type="checkbox"/>	<input type="checkbox"/>
Presentation	Large Print	<input type="checkbox"/>	<input type="checkbox"/>
Presentation	Paper with Audio CD	<input type="checkbox"/>	<input type="checkbox"/>
Presentation	Braille with Audio CD	<input type="checkbox"/>	<input type="checkbox"/>
Presentation	Large Print with Audio CD	<input type="checkbox"/>	<input type="checkbox"/>
Online	Audio Online	<input type="checkbox"/>	<input type="checkbox"/>
Online	Paper - DRC Use Only	<input type="checkbox"/>	<input type="checkbox"/>

8 Item(s) Displayed

5 Save Cancel

Coding Withdrawn Students

Withdrawn Students

Students who move between districts prior to or during the testing window must be coded correctly in eDIRECT. Students moving from your district prior to or during the testing window must be coded “Withdrawn” within eDIRECT for all subjects that have not been attempted. Students moving to your district during the testing window must be coded “Withdrawn” within eDIRECT for all subjects attempted at the previous district.

Example #1: A student may have moved into your district during the testing window, and the student attempted the biology test at their previous district. This student must be coded “Withdrawn” for biology. The student can attempt chemistry (if applicable) within your district.

Example #2: A student moves to another district prior to attempting a test. This student must be coded “Withdrawn” for all applicable subjects.

Example #3: A duplicate student record is accidentally entered via eDIRECT. The incorrect student record must be coded “Withdrawn” for each applicable subject.

To code students with “Withdrawn” status:

- 1 Log in to eDIRECT.
- 2 Click on **Students** in the **Test Setup** menu.
- 3 Choose the correct administration and any other information needed to identify the student and click on **Find Students**.
- 4 Select the box to the left of the student’s last name and click the **View/Edit** icon  under the Action column.
- 5 Click the **Testing Codes** tab.
- 6 In the correct content-area column, click the drop-down arrow in the Not Tested/Invalid/Withdrawn row.
- 7 Select **Withdrawn**.
- 8 Click **Save**.

Edit Student

[Instructions](#)

* Indicates required fields

Last Name * First Name * Middle Initial EDUID *

Student Detail Accommodations Demographics **5** Testing Codes Test Sessions

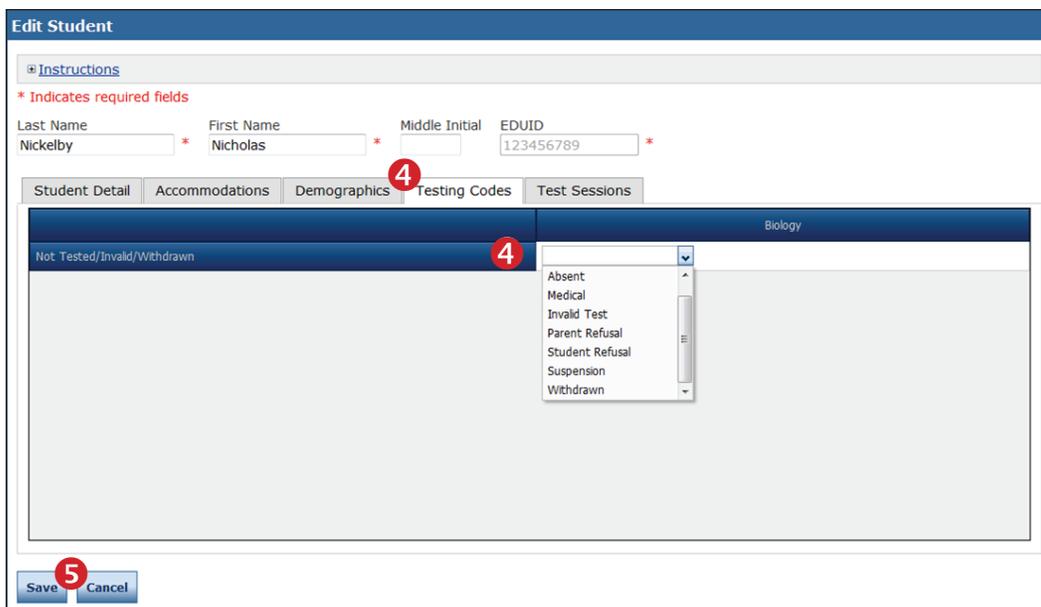
Biology	
Not Tested/Invalid/Withdrawn	6
	<ul style="list-style-type: none"> Absent Medical Invalid Test Parent Refusal Student Refusal Suspension Withdrawn 7

8 Save Cancel

Editing Testing Codes

Students who are unable to test due to absence, medical reasons, parent refusal, student refusal, or suspension must be coded in eDIRECT. Tests may also be invalidated in this area.

- 1 Click on the **Students** link from the **Test Setup** menu and select your search criteria.
- 2 Click the **Find Students** button.
- 3 Click the **View/Edit** icon  in the Action column for the student whose information you want to edit.
- 4 In the **Edit Student** window, edit the information in the **Testing Codes** tab.
- 5 Click **Save** to save your changes; **Cancel** to cancel them.



Edit Student

[Instructions](#)

* Indicates required fields

Last Name * First Name * Middle Initial EUID
Nickelby * Nicholas * 123456789 *

Student Detail Accommodations Demographics **Testing Codes** Test Sessions

Not Tested/Invalid/Withdrawn **4**

Biology

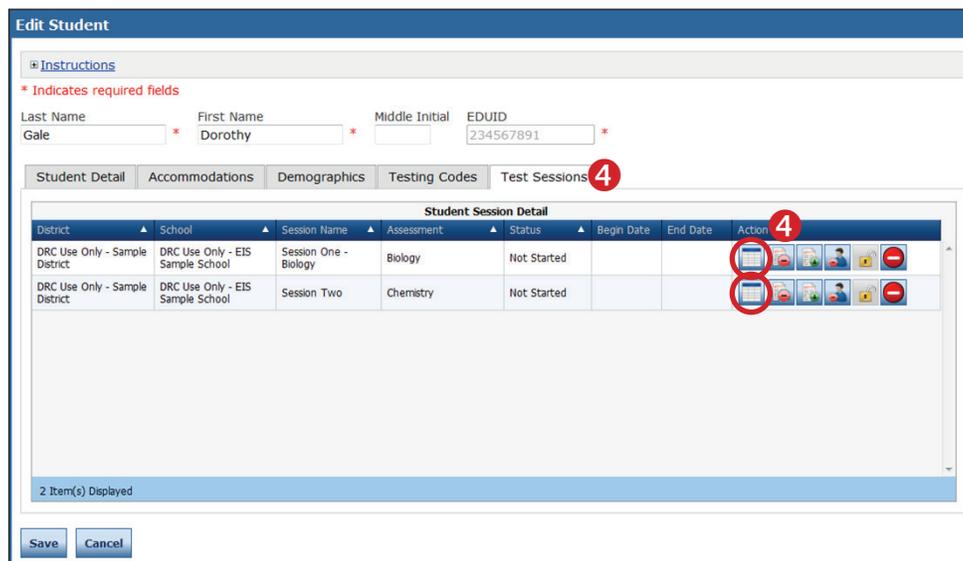
Absent
Medical
Invalid Test
Parent Refusal
Student Refusal
Suspension
Withdrawn

5 Save Cancel

Editing Student Test Session Detail

To view or edit a student's Test Session Detail, do the following:

- 1 Click on the **Students** link from the **Test Setup** menu and select your search criteria.
- 2 Click the **Find Students** button.
- 3 Click the **View/Edit** icon  in the Action column for the student whose information you want to edit. The **Edit Student** window displays.
- 4 From the **Edit Student** window, click on the **Test Sessions** tab, and then click on the **Edit/Print Ticket Status** icon . The **Testing Status** window displays.
- 5 From the **Testing Status** window you can print one or more student Test Tickets in the test session, reset one or more Test Tickets in the test session, invalidate student test results (see "Invalidating a Test" beginning on page 94 for details), or unlock student Test Tickets (see "Unlocking a Student's Test Ticket" on pages 97–98 for details).



Edit Student

Instructions

* Indicates required fields

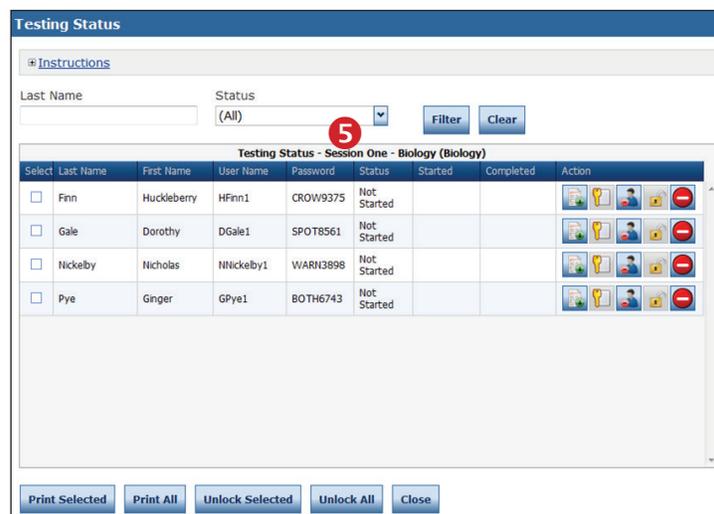
Last Name: Gale * First Name: Dorothy * Middle Initial: EDUID: 234567891 *

Student Detail Accommodations Demographics Testing Codes **Test Sessions** 4

District	School	Session Name	Assessment	Status	Begin Date	End Date	Action
DRC Use Only - Sample District	DRC Use Only - EIS Sample School	Session One - Biology	Biology	Not Started			    
DRC Use Only - Sample District	DRC Use Only - EIS Sample School	Session Two	Chemistry	Not Started			    

2 Item(s) Displayed

Save Cancel



Testing Status

Instructions

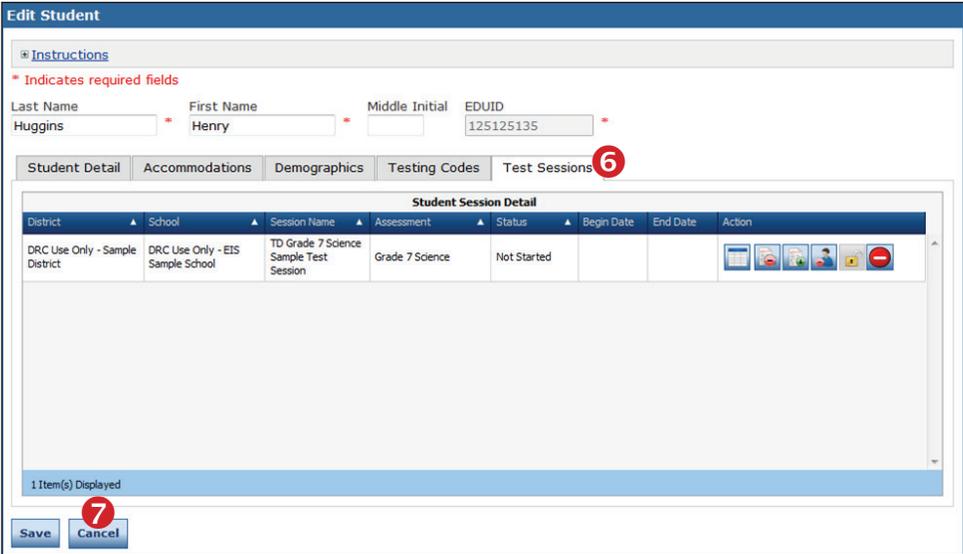
Last Name: Status: (All) 5 Filter Clear

Select	Last Name	First Name	User Name	Password	Status	Started	Completed	Action
<input type="checkbox"/>	Finn	Huckleberry	HFinn1	CROW9375	Not Started			    
<input type="checkbox"/>	Gale	Dorothy	DGale1	SPOT8561	Not Started			    
<input type="checkbox"/>	Nickeby	Nicholas	NNickeby1	WARN3898	Not Started			    
<input type="checkbox"/>	Pye	Ginger	GPye1	BOTH6743	Not Started			    

Print Selected Print All Unlock Selected Unlock All Close

View Test Sessions to Which a Student Is Assigned

- 1 Select **Students** under the **Test Setup** tab.
- 2 Select the **Administration** you would like to search.
- 3 If applicable, select the **District** and/or **School**.
- 4 Perform a search to find the student.
- 5 Click the **View/Edit Student** icon  in the Action column to the right of the selected student.
- 6 Select the **Test Sessions** tab.
- 7 To cancel and return to the **Manage Students** page, click **Cancel**.



Edit Student

[Instructions](#)

* Indicates required fields

Last Name * First Name * Middle Initial EDUID *

Student Detail Accommodations Demographics Testing Codes **Test Sessions** 6

District	School	Session Name	Assessment	Status	Begin Date	End Date	Action
DRC Use Only - Sample District	DRC Use Only - EIS Sample School	TD Grade 7 Science Sample Test Session	Grade 7 Science	Not Started			    

1 Item(s) Displayed

7

Student Status

From the Student Status window you can view the online testing status of one or more students for a specific district and school. The window displays the following information:

- The student’s name and grade
- The content area of the test
- The student’s status regarding the test session:

STATUS	DESCRIPTION
Not Started	The student has not started the test.
In Progress	The student is taking the test.
Completed	The student has finished the test. The start time, end time, and length of the test session are also displayed if the student has completed a test.
Locked	At the end of each day, all students with a status of In Progress are automatically locked.

To view student status, follow these steps:

- 1 Select **Student Status** from the **Test Setup** menu to display the **Manage Students** page.
- 2 To view the test status for students, select a district and school from the **Manage Students** window, as well as any other fields to filter the information, and click the **Find Students** button. The **Student Status** window displays.

Student Status

Instructions

* Indicates required fields

Administration: ISAT Spring 2015
 District: 999 - DRC Use Only - S.
 School: 0998 - DRC Use Only - I.
 Grade: (All)
 Content Area: (All)

Find Students Clear

* All times are Mountain Standard Time.

Students							
Last Name	First Name	Grade	Content Area	Status	Start Time	End Time	Duration
Mary	LANYE(LOST)	07	Science	Completed	04/07/2015 11:52 AM MT	04/07/2015 11:53 AM MT	0 hrs. 1 min.
Mouse	Mickey	07	Science	Completed	04/02/2015 11:45 AM MT	04/07/2015 12:23 PM MT	120 hrs. 38 min.
PITTER-PAT	NEL	07	Science	Completed	04/07/2015 11:54 AM MT	04/07/2015 11:54 AM MT	0 hrs. 0 min.
SHELLINGER/SHOW	Sally	07	Science	Completed	04/07/2015 11:53 AM MT	04/07/2015 11:53 AM MT	0 hrs. 0 min.
Seven	Mary	07	Science	Not Started			
Seven	Ron	07	Science	Completed	03/31/2015 03:20 PM MT	03/31/2015 03:21 PM MT	0 hrs. 1 min.
Six	Anne	07	Science	Not Started			
Six	George	07	Science	Completed	04/13/2015 12:46 PM MT	04/21/2015 06:58 AM MT	184 hrs. 12 min.
squire	bob	07	Science	Not Started			
ST NELSEN	ANDY	07	Science	Completed	04/07/2015 11:56 AM MT	04/07/2015 11:56 AM MT	0 hrs. 0 min.
Bronte	Annie	11	Language Usage	Not Started			

Test Sessions/Student Test Tickets

Test sessions are used to assign students to an assessment and to generate a Student Test Ticket. Students use information on their ticket to sign in to the actual Idaho Online Assessment.

From the Test Sessions window, you can view all of the test sessions for a specific district or school. The window displays the status of the session—Not Started, In Progress, Completed, or Locked.

STATUS	DESCRIPTION
Not Started*	The test session has not started.
In Progress	The test session is in progress.
Completed**	The test session is finished. The start time, end time, and length of the test session are also displayed.
Locked	At the end of each day, all sessions with a status of In Progress are automatically locked.

**A status of Not Started means that no student in the session has started the test.*

***A status of Completed means that all of the students in the session have completed the test.*

NOTE: *Students flagged as taking accommodated paper, large print, and Braille tests will be assigned by DRC to a special paper test session titled “Paper/Pencil Test Session DRC Use Only.” This test session is for DRC internal use only. Students taking accommodated tests (with the exception of audio online) do NOT need a Test Ticket and districts should NOT print Test Tickets or rosters from this test session.*

Adding a Test Session

You can create a new test session and add students to it.

- 1 Click on the **Test Sessions** link from the **Test Setup** menu and select an administration, district, and school (these fields are required to add a test session).
- 2 Click the **Add Session** button at the bottom of the page. The **Add Test Session** window displays.
- 3 Enter the required information (indicated by a *red asterisk* [*] next to the field).
- 4 Enter other student search criteria.
- 5 Click the **Find Students** button.
- 6 Select a student from the Available Students list.
NOTE: To select multiple students in sequence, hold down the **Shift** key while you select them. To select multiple students that are not in sequence, hold down the **Ctrl** key while you select them.
- 7 Use the **Add Selected** , **Remove Selected** , **Add All** , and **Remove All**  icons with the Available Students and Students in Session lists to select one or more students to remove from or add to the test session.
- 8 Click **Save** or **Save & Add Another**.

Add Test Session

Testing Window: 11/05/2015 - 11/30/2016

Instructions

* Indicates required fields

Session Name: Test Session Two *
Content Area: Chemistry *
Assessment: Chemistry *
Mode: Online *
Begin Date: 11/5/2015 *
End Date: 11/30/2016 *

Search for Available Students

Student Last Name: *
Student First Name: *
EDUID: *
Grade: (All) *
Demographic: (All) *
Accommodation: (All) *
Teacher: (All) *

Find Students *
New Student *
Clear *
Available Students: *
Finn, Huckleberry (456789123)
Gale, Dorothy (234567891)
Nickelby, Nicholas (123456789)
Pye, Ginger (789456123)
Students in Session: *
Double-click to edit Student *
Save *
Save & Add Another *
Cancel *

Adding Students to a Test Session

After you have added a test session, you also can add new students to it. For instructions on adding existing students to a test session, see “Viewing and Editing a Test Session” on page 84.

- 1 Click the **New Student** button to add a student who is new to your district directly to the test session. The **Add Student** window displays.
- 2 Enter the student’s information into the fields on the **Student Detail, Accommodations,** and **Testing Codes** tabs.
- 3 Click **Save**. The student you added is automatically placed in the Students in Session list.

NOTE: You can display and edit a student’s details, accommodations, testing codes, and test sessions by double-clicking on the student’s name.

NOTE: Students may be assigned to only one test session at a time. Students must be removed from their old test session before they can be assigned a new test session within a content area.

The screenshot shows the 'Add Test Session' interface. At the top, it says 'Testing Window: 11/05/2015 - 11/30/2016'. There are several dropdown menus for 'Content Area' (set to Chemistry), 'Assessment' (set to Chemistry), 'Begin Date' (11/5/2015), and 'End Date' (11/30/2016). Below these is a search section for 'Available Students' with fields for 'Student Last Name', 'Student First Name', 'EDUID', and 'Grade (All)'. There are also dropdowns for 'Demographic' and 'Accommodation'. A red circle with the number '1' is placed over the 'New Student' button. Below the search results, there is a list of 'Available Students' with names and IDs. A red circle with the number '3' is placed over the 'Save' button at the bottom left.

The screenshot shows the 'Add Student' interface. It has a tabbed interface with 'Student Detail', 'Accommodations', 'Demographics', and 'Testing Codes'. The 'Student Detail' tab is active. It contains fields for 'Last Name', 'First Name', 'Middle Initial', and 'EDUID'. Below these are tabs for 'Administration', 'District', and 'School'. The 'Administration' dropdown is set to 'Science EOC Spring 2016'. The 'District' dropdown is set to '999 - DRC Use Only - Samp'. The 'School' dropdown is set to '0998 - DRC Use Only - EIS'. There are also fields for 'Date of Birth' (with a date format hint '(mm/dd/yyyy)'), 'Grade' (with a '(Select)' dropdown), and 'Gender' (with a '(Select)' dropdown). A red circle with the number '2' is placed over the 'First Name' field. At the bottom left, there is a 'Save' button with a red circle '3' over it.

Viewing and Editing a Test Session

You can view existing test sessions to see which students are enrolled in them. You also can add or remove students.

- To move a student to a different session, you must remove the student from their current session before adding them to the new session. Change any applicable information (see “Editing a Student’s Information” on page 72), and then add them to the new session.

To view or edit a test session, do the following:

- 1 Click on the **Test Sessions** link from the **Test Setup** menu and select your search criteria.
- 2 Click the **Show Sessions** button.
- 3 Click the **View/Edit** icon  in the Action column to display the **Edit Test Session** window.

Test Sessions

[+ Instructions](#)

* Indicates required fields

Administration Science EOC Spring 2016 <input type="button" value="v"/> *	District 999 - DRC Use Only - Sar <input type="button" value="v"/>	School 0998 - DRC Use Only - EI <input type="button" value="v"/>
Last Name <input type="text"/>	First Name <input type="text"/>	EDUID <input type="text"/>
Session <input type="text"/>		
Content Area (All) <input type="button" value="v"/>	Assessment (All) <input type="button" value="v"/>	

- 4 Click the **Find Students** button.
- 5 Double-click to edit a student's information, or use the **Add Selected** , **Remove Selected** , **Add All** , and **Remove All**  icons with the Available Students and Students in Session lists to select one or more students to remove from or add.

NOTE: To select multiple students in sequence, hold down the **Shift** key, select the students, and click the mouse button. To select multiple students that are not in a sequence, hold down the **Ctrl** key, select the students, and click the mouse button.

- 6 Click **Save** to save your changes; **Cancel** to cancel them.

NOTE: You can display and edit a student's details, accommodations, testing codes, and test sessions by double-clicking on the student's name.

Edit Test Session

Testing Window: 11/05/2015 - 11/30/2016

[Instructions](#)

** Indicates required fields*

Session Name <input style="width: 95%;" type="text" value="Session One - Biology"/>	Content Area <input style="width: 95%;" type="text" value="Biology"/>	Assessment <input style="width: 95%;" type="text" value="Biology"/>
Mode <input style="width: 95%;" type="text" value="Online"/>	Begin Date <input style="width: 95%;" type="text" value="11/5/2015"/>	End Date <input style="width: 95%;" type="text" value="11/30/2016"/>

Search for Available Students

Student Last Name <input type="text"/>	Student First Name <input type="text"/>	EDUID <input type="text"/>	Grade <input type="text" value="(All)"/>
Demographic <input type="text" value="(All)"/>	Accommodation <input type="text" value="(All)"/>	Teacher <input type="text" value="(All)"/>	

4 Find Students
New Student
Clear

Available Students:

Finn, Huckleberry (456789123)
Gale, Dorothy (234567891)
Pye, Ginger (789456123)

Students in Session:

Nickelby, Nicholas (123456789)



Double-click to edit Student

6 Save
Cancel

Exporting a Test Session

You can export the details of a test session as an Excel file (.xls) to save, view, edit, or print in a spreadsheet.

- 1 Click on the **Test Sessions** link from the **Test Setup** menu and select your search criteria.
- 2 Click the **Show Sessions** button.
- 3 Click the **Export Details** icon in the Action column for the test session that you want to export. The test session details are exported to an Excel file (.xls) that you can save, view, edit, or print.

Test Sessions

[Instructions](#)

* Indicates required fields

Administration: Science EOC Spring 2016 *
District: 999 - DRC Use Only - Sar
School: 0998 - DRC Use Only - EI

Last Name:
First Name:
EDUID:

Session:

Content Area: (All)
Assessment: (All)

2 [Show Sessions](#) [Print All Tickets](#)

Sessions | Status Summary

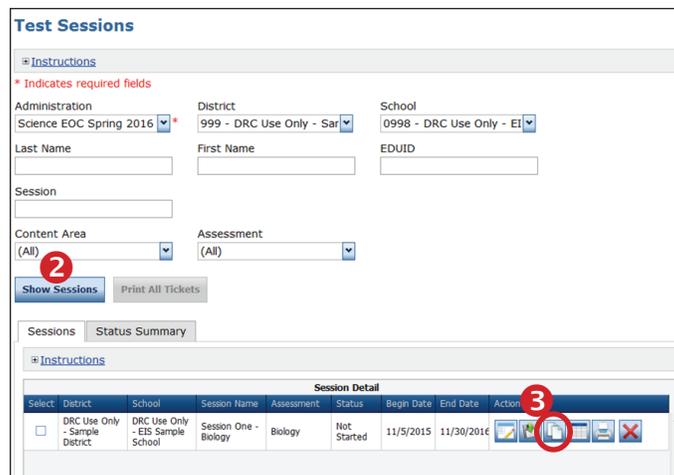
[Instructions](#)

Session Detail								
Select	District	School	Session Name	Assessment	Status	Begin Date	End Date	Action 3
<input type="checkbox"/>	DRC Use Only - Sample District	DRC Use Only - EIS Sample School	Session One - Biology	Biology	Not Started	11/5/2015	11/30/2016	    

Copying a Test Session

You can use an existing test session as a template to create and edit a new test session.

- 1 Click on the **Test Sessions** link from the **Test Setup** menu and select your search criteria.
- 2 Click the **Show Sessions** button to display the **Testing Status** window.
- 3 Click the **Copy Session** icon  in the Action column for the test session that you want to copy.



Test Sessions

Instructions

* Indicates required fields

Administration: Science EOC Spring 2016
District: 999 - DRC Use Only - Sar
School: 0998 - DRC Use Only - El

Last Name: _____ First Name: _____ EDUID: _____

Session: _____

Content Area: (All) Assessment: (All)

Show Sessions Print All Tickets

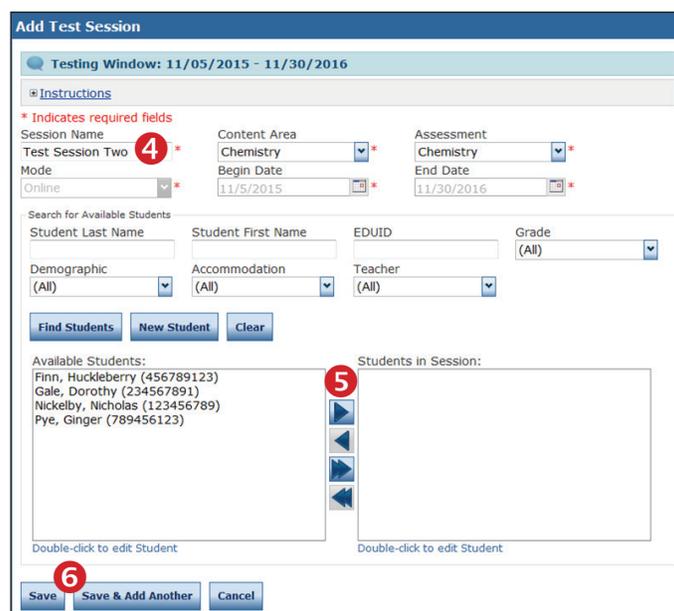
Sessions Status Summary

Instructions

Session Detail									
Select	District	School	Session Name	Assessment	Status	Begin Date	End Date	Action	
<input type="checkbox"/>	DRC Use Only - Sample District	DRC Use Only - EIS Sample School	Session One - Biology	Biology	Not Started	11/5/2015	11/30/2016		

The Add Test Session window displays.

- 4 Enter a name for the session in the **Session Name** field.
- 5 Edit the required information to match your new session, and add or remove students if necessary.
- 6 Click **Save** to save your changes; **Cancel** to cancel them.



Add Test Session

Testing Window: 11/05/2015 - 11/30/2016

Instructions

* Indicates required fields

Session Name: Test Session Two
Content Area: Chemistry
Assessment: Chemistry
Mode: Online
Begin Date: 11/5/2015
End Date: 11/30/2016

Search for Available Students

Student Last Name: _____ Student First Name: _____ EDUID: _____ Grade: (All)

Demographic: (All) Accommodation: (All) Teacher: (All)

Find Students **New Student** **Clear**

Available Students:
Finn, Huckleberry (456789123)
Gale, Dorothy (234567891)
Nickelby, Nicholas (123456789)
Pye, Ginger (789456123)

Students in Session:

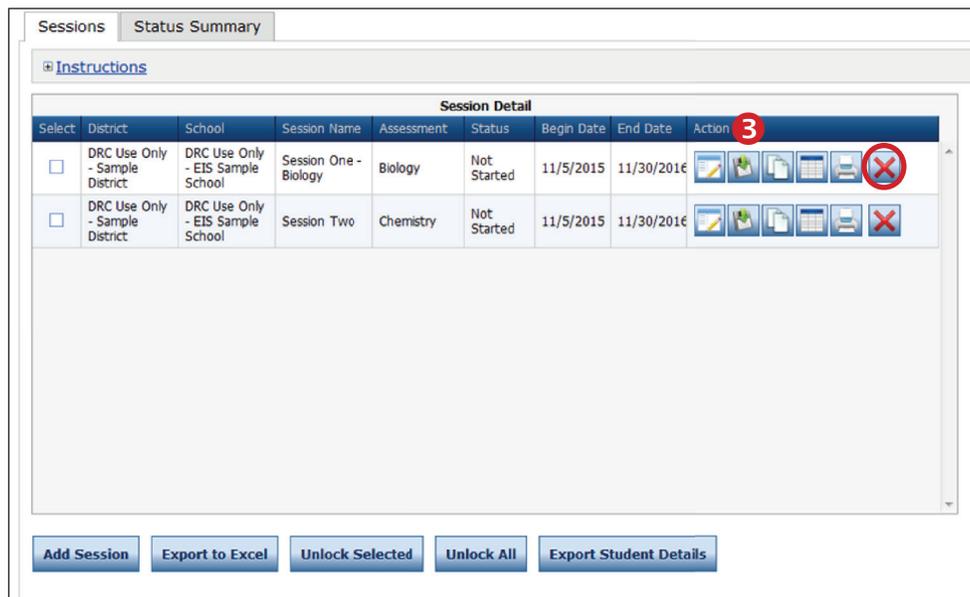
Double-click to edit Student

Save **Save & Add Another** **Cancel**

Deleting a Test Session

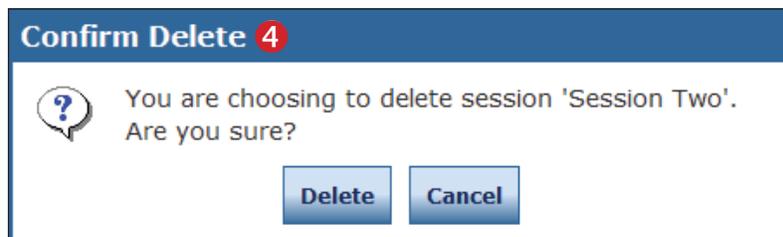
You can delete a test session if necessary (optional).

- 1 Click on the **Test Sessions** link from the **Test Setup** menu and select your search criteria.
- 2 Click the **Show Sessions** button.
- 3 Click the **Delete** icon  in the Action column for the test session you want to remove. The **Confirm Delete** dialog box displays.
- 4 Click **Delete** to delete the test session; **Cancel** to cancel the process.



The screenshot shows a web interface with a table titled "Sessions". The table has columns: Select, District, School, Session Name, Assessment, Status, Begin Date, End Date, and Action. There are two rows of data. The first row is for "Session One - Biology" and the second is for "Session Two - Chemistry". Both sessions are "Not Started" and have dates from 11/5/2015 to 11/30/2016. The Action column for each row contains several icons, including a red 'X' icon. A red circle with the number '3' is placed over the Action column header. Below the table are buttons for "Add Session", "Export to Excel", "Unlock Selected", "Unlock All", and "Export Student Details".

Select	District	School	Session Name	Assessment	Status	Begin Date	End Date	Action
<input type="checkbox"/>	DRC Use Only - Sample District	DRC Use Only - EIS Sample School	Session One - Biology	Biology	Not Started	11/5/2015	11/30/2016	
<input type="checkbox"/>	DRC Use Only - Sample District	DRC Use Only - EIS Sample School	Session Two - Chemistry	Chemistry	Not Started	11/5/2015	11/30/2016	



The screenshot shows a "Confirm Delete" dialog box. It has a blue header with the text "Confirm Delete" and a red '4' in a circle. The main area contains a question mark icon, the text "You are choosing to delete session 'Session Two'. Are you sure?", and two buttons: "Delete" and "Cancel".

Confirm Delete 4

 You are choosing to delete session 'Session Two'. Are you sure?

Delete **Cancel**

Viewing Test Session Status Details

The test session status display provides the following information: each student's Test Ticket status, the time the student started the test, and the time the student completed the test. You can use this information to verify that all of the students in a session have completed their tests.

To view the status of a test session, do the following:

- 1 Click on the **Test Sessions** link from the **Test Setup** menu and select your search criteria.
- 2 Click the **Show Sessions** button.
- 3 Click the **Edit/Print Ticket Status** icon  in the Action column for the test session details you want to view. The details for the test session you selected display in the **Testing Status** window.

Select	District	School	Session Name	Assessment	Status	Begin Date	End Date	Action
<input type="checkbox"/>	DRC Use Only - Sample District	DRC Use Only - EIS Sample School	Session One - Biology	Biology	Not Started	11/5/2015	11/30/2016	
<input type="checkbox"/>	DRC Use Only - Sample District	DRC Use Only - EIS Sample School	Session Two - Chemistry	Chemistry	Not Started	11/5/2015	11/30/2016	

Select	Last Name	First Name	User Name	Password	Status	Started	Completed	Action
<input type="checkbox"/>	Finn	Huckleberry	HFinn1	CROW9375	Not Started			
<input type="checkbox"/>	Gale	Dorothy	DGale1	SPOT8561	Not Started			
<input type="checkbox"/>	Nickelby	Nicholas	NNickelby1	WARN3898	Not Started			
<input type="checkbox"/>	Pye	Ginger	GPye1	BOTH6743	Not Started			

Displaying a Test Session Status Summary

The Test Session Status Summary provides users with the ability to view summary information about any of the testing that is occurring within their district or one school at a time. School-level users can only view summary information for their school.

To display a Test Session Summary report, do the following:

- 1 Click on the **Test Sessions** link from the **Test Setup** menu and select your search criteria.
- 2 Click the **Show Sessions** button.
- 3 Click the **Status Summary** tab.

Administration
Science EOC Spring 2016 *

Last Name

Session

Content Area
(All)

District
999 - DRC Use Only - Sar

First Name

Assessment
(All)

School
0998 - DRC Use Only - EI

EDUID

2 Show Sessions Print All Tickets

Sessions **3** Status Summary

[Instructions](#)

Session Summary	
Status	Session Count
Not Started	2

Student Summary			
Assessment	# of Students Not Started	# of Students In Progress	# of Students Completed
Content Area: Biology			
Biology	1	0	0
Content Area: Chemistry			
Chemistry	1	0	0

Student Summary by Test Session						
District	School	Session Name	Assessment	# of Students Not Started	# of Students In Progress	# of Students Completed
DRC Use Only - Sample District	DRC Use Only - EIS Sample School	Session One - Biology	Biology	1	0	0
DRC Use Only - Sample District	DRC Use Only - EIS Sample School	Session Two	Chemistry	1	0	0

Printing Test Tickets and Rosters

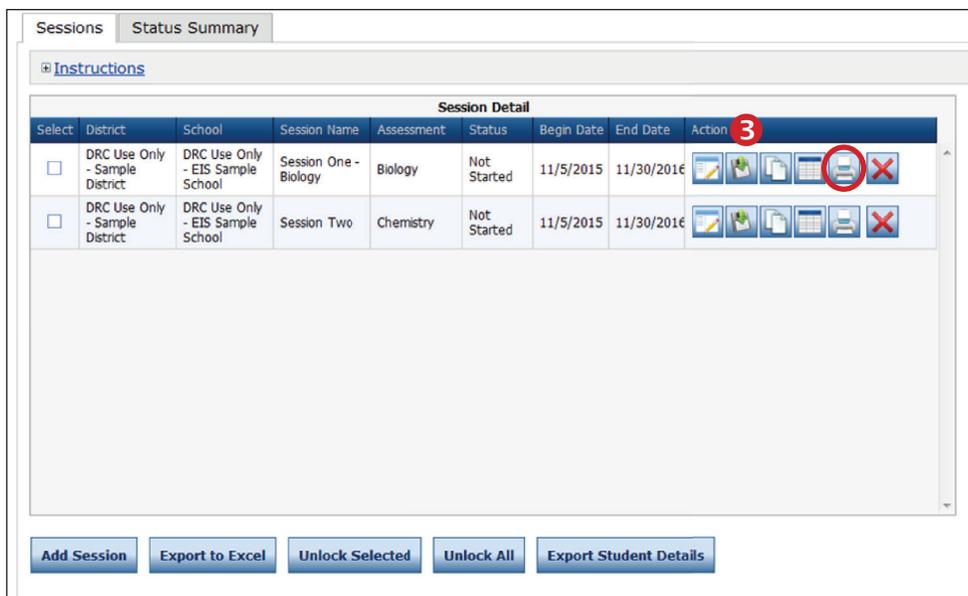
Before the school's scheduled administration window begins, Test Administrators must receive the Test Tickets that contain student usernames, passwords, and test sessions. Students do not need Test Tickets for the student tutorials or the Online Tools Trainings (OTTs).

NOTE: *Test Tickets will be available for printing beginning January 25, 2016, for EOC and March 7, 2016, for ISAT Science. Once printed, all Test Tickets become secure materials and must be stored in a secure, locked location. Students will need a Test Ticket for each subject test. Students using paper accommodations instead of testing online do not need Test Tickets. Each student should be given his/her Test Ticket upon entering the testing area (computer lab or classroom). The Test Tickets should not be distributed to students prior to test day.*

You can print Test Tickets for the students in a test session. You can either print all of the Test Tickets for all of the students in a session, or you can select specific students and print their Test Tickets.

To print Test Tickets for the students in a test session, do the following:

- 1 Click on the **Test Sessions** link from the **Test Setup** menu and select your search criteria.
- 2 Click the **Show Sessions** button.
- 3 To **print all of the tickets** for the test session, click the **Print All** icon  in the Action column for the test session you want to print tickets for. A PDF version of the Student Test Session Ticket displays that you can view, save, and print.



The screenshot shows a web interface with a 'Sessions' tab and a 'Status Summary' sub-tab. Below the tabs is an 'Instructions' section. The main area is a table titled 'Session Detail' with columns: Select, District, School, Session Name, Assessment, Status, Begin Date, End Date, and Action. There are two rows of data. The first row is for 'Session One - Biology' and the second for 'Session Two - Chemistry'. Both sessions are 'Not Started' and have dates from 11/5/2015 to 11/30/2016. The 'Action' column for each row contains several icons, including a printer icon which is circled in red and has a '3' next to it, indicating the step to click it. Below the table are buttons for 'Add Session', 'Export to Excel', 'Unlock Selected', 'Unlock All', and 'Export Student Details'.

Select	District	School	Session Name	Assessment	Status	Begin Date	End Date	Action
<input type="checkbox"/>	DRC Use Only - Sample District	DRC Use Only - EIS Sample School	Session One - Biology	Biology	Not Started	11/5/2015	11/30/2016	
<input type="checkbox"/>	DRC Use Only - Sample District	DRC Use Only - EIS Sample School	Session Two - Chemistry	Chemistry	Not Started	11/5/2015	11/30/2016	

- 4 To **print selected Test Tickets**, click the **Edit/Print Ticket Status** icon  in the Action column for the test session you want. In the **Testing Status** window, select one or more students by clicking the checkbox next to their name in the Select column. Then, click the **Print Selected** button.

Testing Status

[Instructions](#)

Last Name: Status: (All) Filter Clear

4 **Testing Status - Session One - Biology (Biology)**

Select	Last Name	First Name	User Name	Password	Status	Started	Completed	Action
<input checked="" type="checkbox"/>	Finn	Huckleberry	HFinn1	CROW9375	Not Started			    
<input type="checkbox"/>	Gale	Dorothy	DGale1	SPOT8561	Not Started			    
<input type="checkbox"/>	Nickelby	Nicholas	NNickelby1	WARN3898	Not Started			    
<input type="checkbox"/>	Pye	Ginger	GPye1	BOTH6743	Not Started			    

4 Print Selected Print All Unlock Selected Unlock All Close

Student Test Ticket

The Student Test Ticket always indicates an administration date, name of the assessment, student name, EDUID, accommodation (if applicable), username, and password.

Science EOC Spring 2016 Test Ticket
Biology

School: Sample School
 Student Name: Anderson, Abigail A
 EDUID: 12345678
 Username: AAnderson1
 Password: MELT3456

Student Test Roster

In addition to the Student Test Tickets, a Student Test Roster will print. The Student Test Roster lists the students in the test session.

Science EOC Spring 2016 Student Test Roster						
<p>District: Sample District School: Sample School Assessment: Science Test Session: K Session O</p>						
Training						
Tutorial	OTT	Student Name	EDUID	Username	Password	Accommodation
<input type="checkbox"/>	<input type="checkbox"/>	Anderson, Abigail A	123456789	AAnderson1	MELT3456	Audio Online
<input type="checkbox"/>	<input type="checkbox"/>	Mohammed, Hassan M	234567890	HMohammed1	LONG9876	
<input type="checkbox"/>	<input type="checkbox"/>	Schwartz fisher, Christine J	232323232	CSchwartzf1	BOOT2596	
<input type="checkbox"/>	<input type="checkbox"/>	Thompson-Gillmoore, Kerrington	891828372	KThompson-g1	MELT2298	Audio Online

Invalidating a Test



Beginning in 2016, the District Test Coordinator no longer needs to obtain SDE approval to invalidate a test. It is the District Test Coordinator's responsibility to invalidate the test in eDIRECT.

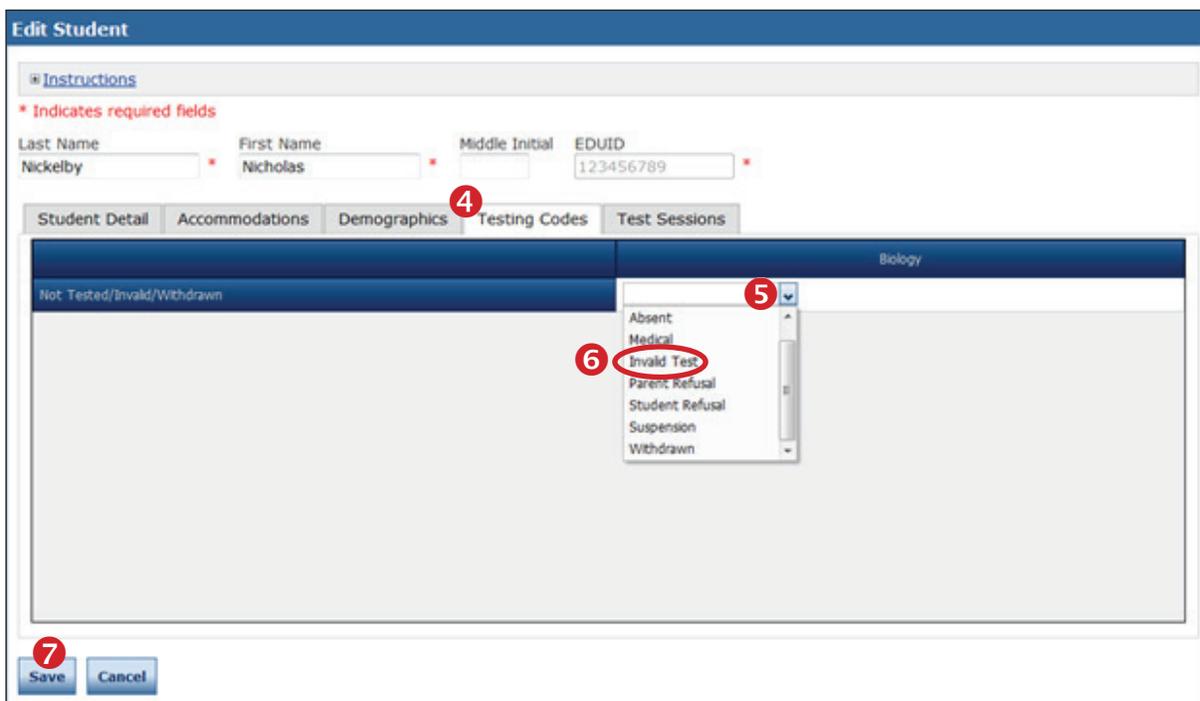
The EOC Science and ISAT Science administrations must adhere to the *Test Coordinator's Guide for Federal and State Assessments*. If the Test Administrator or Proctor believes the integrity of the EOC Science or ISAT Science has been compromised, the test booklet and answer document should be collected and the student removed from the testing location.

The District Test Coordinator no longer needs to fill out an invalidation form. The principal must be notified of the situation. The District Test Coordinator is responsible for invalidating the test. Possible reasons to consider invalidating a test are:

- The student receiving help from another student;
- The student randomly marking answers without reading the presented material;
- The student refusing to take or continue the test;
- Test Administrators, Proctors, or other adults in the room explaining test items to students;
- Test Administrators, Proctors, or other adults in the room reading words or passages to students;
- Test Administrators, Proctors, or other adults in the room pointing to or suggesting the correct response; or
- Copying or any other modifying of the test booklet.

To invalidate a test:

- 1 Log into eDIRECT.
- 2 Click on **Students** under **Test Setup**.
- 3 Choose the administration, subject, and any other information needed to identify the student and select the **View/Edit** icon  displayed for the student.
- 4 Click on **Testing Codes** in the blue box.
- 5 Click on the drop-down arrow next to the **Not Tested/Invalid/Withdrawn** option.
- 6 Select **Invalid Test**.
- 7 Click **Save**.



The screenshot shows the 'Edit Student' interface. At the top, there are fields for 'Last Name' (Nickelby), 'First Name' (Nicholas), 'Middle Initial', and 'EDUID' (123456789). Below these fields are tabs for 'Student Detail', 'Accommodations', 'Demographics', 'Testing Codes', and 'Test Sessions'. The 'Testing Codes' tab is selected. A dropdown menu is open next to the 'Not Tested/Invalid/Withdrawn' text, showing options: 'Absent', 'Medical', 'Invalid Test', 'Parent Refusal', 'Student Refusal', 'Suspension', and 'Withdrawn'. The 'Invalid Test' option is circled in red. At the bottom left, there are 'Save' and 'Cancel' buttons. Red circles with numbers 4, 5, 6, and 7 are placed over the 'Testing Codes' tab, the dropdown arrow, the 'Invalid Test' option, and the 'Save' button respectively.

Invalidating a Test Ticket

You can invalidate a Test Ticket, which invalidates the student's test. The student cannot continue testing and cannot be given a new Test Ticket, but all student data is saved. If a decision is made to allow the student to continue testing, you can use the Validate function to validate the Test Ticket again. Typically, you invalidate a Test Ticket when a testing irregularity occurs and the student's score is no longer valid.

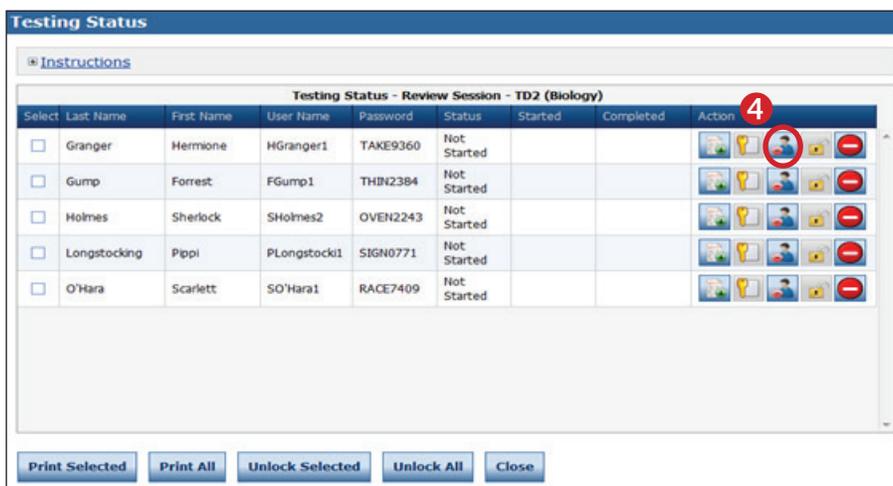
Important: SDE permission is no longer needed before invalidating a student's test.

To invalidate a test, use one of the following options.

Invalidating a Test Ticket through the Test Session:

- 1 Click on the **Test Sessions** link from the **Test Setup** menu and select your search criteria.
- 2 Click the **Show Sessions** button.
- 3 Click the **Edit/Print Ticket Status** icon  in the Action column for the student's test session. The **Testing Status** window displays.
- 4 Click the **Invalidate** icon  for the student you want to invalidate.
- 5 When the **Confirm Invalidate** dialog box displays, click **Invalidate** to invalidate the student's Test Ticket; **Cancel** to cancel the process.

NOTE: If the decision is made to validate the student again, you would follow the same process, but you click the **Validate** icon  in 4.

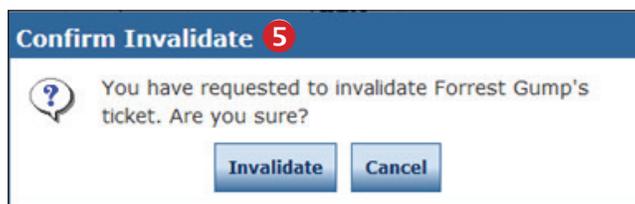


Testing Status

[Instructions](#)

Testing Status - Review Session - TD2 (Biology)

Select	Last Name	First Name	User Name	Password	Status	Started	Completed	Action
<input type="checkbox"/>	Granger	Hermione	HGranger1	TAKE9360	Not Started			    
<input type="checkbox"/>	Gump	Forrest	FGump1	THIN2384	Not Started			    
<input type="checkbox"/>	Holmes	Sherlock	SHolmes2	OVEN2243	Not Started			    
<input type="checkbox"/>	Longstocking	Pippi	PLongstock1	SIGN0771	Not Started			    
<input type="checkbox"/>	O'Hara	Scarlett	SO'Hara1	RACE7409	Not Started			    



Confirm Invalidate

 You have requested to invalidate Forrest Gump's ticket. Are you sure?



Reactivating/Unlocking Student Tests

Districts will no longer need to submit reactivation/unlock requests to the SDE for approval. Beginning in 2016, reactivating/unlocking students' tests is a district decision. Only District Test Coordinators and School Test Coordinators may unlock a test.

Unlocking a Student's Test Ticket

There are two situations where you must unlock a student's Test Ticket to make it active again:

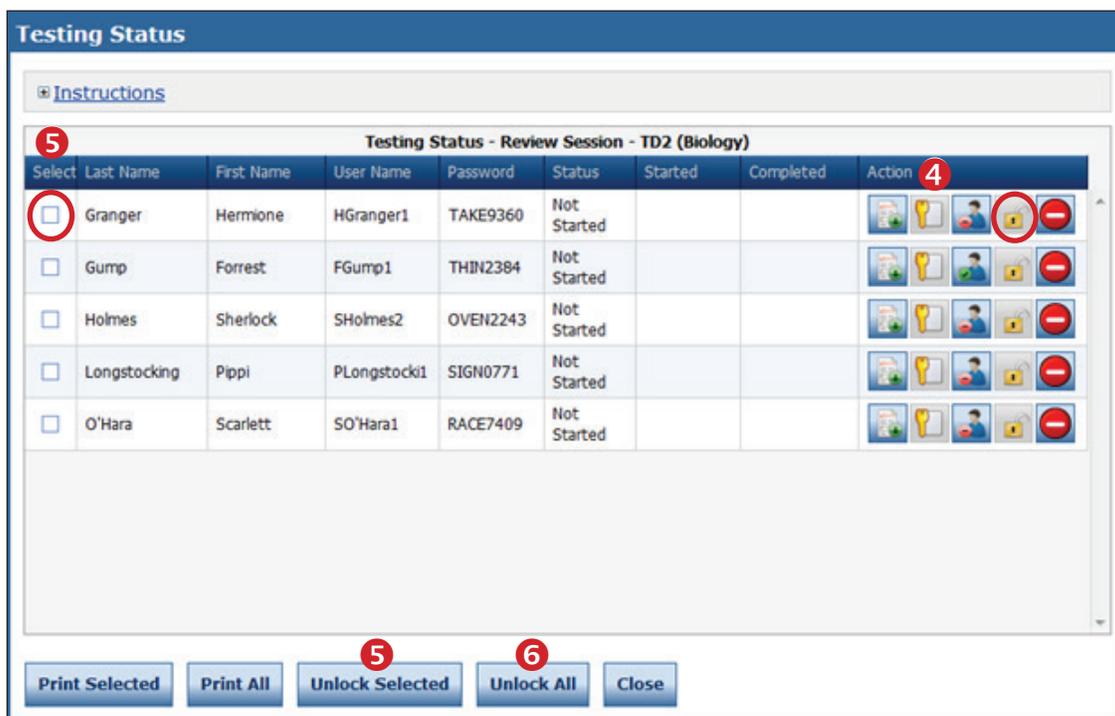
- A student exited the test by using the End Test function in INSIGHT. If they need to log back into the test, their Test Ticket must be unlocked. When they log in after the ticket is unlocked, they can use the login information from their original Test Ticket.
- Either the student exited the test by using the Pause/Exit function, or they were inactive on the system for more than twenty minutes and INSIGHT removed them from the test.
 - If this happened on the same day as their first login, the student can log in using their original login information and their Test Ticket does not need to be unlocked.
 - If this happened on a day after their first login, the student's Test Ticket must be unlocked. After it is unlocked, they can log in using their original login information from the previous day.

In all of these situations, INSIGHT saves the student's data.

NOTE: Student Test Tickets with an "In Progress" status will automatically lock at midnight each night as a security measure. The Test Ticket must be unlocked on the day the student will resume testing. Once the Test Ticket is unlocked, students may use their original Test Ticket information to log into the test and resume testing.

To unlock one or more Test Tickets, do the following:

- 1 Click on the **Test Sessions** link from the **Test Setup** menu and select your search criteria.
- 2 Click the **Show Sessions** button.
- 3 Click the **Edit/Print Ticket Status** icon  in the Action column for the students' test session. The **Testing Status** window displays.
- 4 Click the **Unlock** icon  for the student whose ticket you want to unlock.
- 5 To unlock more than one student ticket, check the checkbox in the select column for each student and click the **Unlocked Selected** button.
- 6 To unlock all of the student tickets, just click the **Unlock All** button—you do not need to select any students.



The screenshot shows the 'Testing Status' window for a 'Review Session - TD2 (Biology)'. It contains a table with columns for 'Select', 'Last Name', 'First Name', 'User Name', 'Password', 'Status', 'Started', 'Completed', and 'Action'. The 'Action' column contains icons for editing, printing, and locking/unlocking. Below the table are buttons for 'Print Selected', 'Print All', 'Unlock Selected', 'Unlock All', and 'Close'. Red circles and numbers 1-6 are overlaid on the image to indicate the steps described in the text.

Select	Last Name	First Name	User Name	Password	Status	Started	Completed	Action
<input checked="" type="checkbox"/>	Granger	Hermione	HGranger1	TAKE9360	Not Started			
<input type="checkbox"/>	Gump	Forrest	FGump1	THIN2384	Not Started			
<input type="checkbox"/>	Holmes	Sherlock	SHolmes2	OVEN2243	Not Started			
<input type="checkbox"/>	Longstocking	Pippi	PLongstock1	SIGN0771	Not Started			
<input type="checkbox"/>	O'Hara	Scarlett	SO'Hara1	RACE7409	Not Started			

Pause Functionality

During the test administration, if a student needs to leave the computer lab/classroom for a short break (e.g., restroom break, office visit, etc.), the student should click on the **Pause** button. A countdown, beginning with 20 minutes, appears on the screen notifying the student of the time left before the system automatically exits the test.

If the test is not resumed within 20 minutes, the student has to log back in to finish the test. If re-entry is the same day the student originally logged into the test, the student must login again using the Test Ticket information to regain access to the test. On a subsequent day, the system requires the Student Test Ticket be unlocked prior to the student logging back in to the assessment.

NOTE: *When a student logs back in after a test has timed out, all answer choices, cross-offs, sticky notes, or flags will be saved.*

Inactivity

After 20 minutes of inactivity, the INSIGHT software will automatically exit the test. The student will then have to log back in to finish the test. If it is still the same day the student originally logged into the test, the software will only require the original student login for the student to regain access to the test. On a subsequent day, the system requires the Student Test Ticket be unlocked prior to the student logging back in to the assessment.

NOTE: *When a student logs back in after a test has timed out, all answer choices, cross-offs, sticky notes, or flags will be saved.*

Loss of Internet Connectivity

Student responses are sent to DRC servers frequently, including after each question is answered. If a student's computer loses Internet connectivity during testing, a message appears to notify the student. The student is unable to continue testing until Internet connectivity is restored.

It is NOT recommended that a student who has lost connectivity log in to another computer to complete testing. If there is a brief connectivity problem, the student should remain at his or her current computer until the connectivity issue is resolved.

If the connectivity issue is resolved within 15 minutes, the student may receive an error message stating that there may be responses stored in the TSM. This is because the TSM has stored the student responses as intended. These responses must be sent before the student can resume testing. If this error message occurs, one of two options should be followed:

1. The Technology Coordinator can check the Testing Site Manager (TSM) to manually send the student's responses.
2. The student may wait 15 minutes for the responses to send automatically before logging into and resuming the test.

Appendices

Idaho State Testing Security Agreement

TESTING PERSONNEL TEST SECURITY AGREEMENT

I acknowledge that I will have access and / or will be administering one or more of the Idaho State assessments, required by *Idaho Code 08.02.03.111*. I understand that all state assessment materials are highly secured, and it is my professional responsibility to protect their security as follows:

1. I will protect the contents of the test from any improper access.
2. I will handle test items or test booklets in accordance with security instructions. Copying or taking notes about any part of the test is not allowed.
3. I will carefully restrict access to the test materials to only persons authorized by the District Test Coordinator.
4. I will ensure students' responses are accurate reflections of their own work.
5. I will ensure that students' answers to test items are their own and that no one offers any improper assistance to students.
6. I acknowledge that discussing with teachers or students or answering any test questions contained in the assessment before, during, or after the administration of the test is in violation of this test security agreement.
7. I understand my username and password for any of the state assessments, which are assessed online, are secured and must remain confidential.
8. I will ensure all unused testing material, paper/pencil assessments, will be shredded unless directed to return to vendor (i.e. IELA ACCESS 2.0).
9. I acknowledge that copying or any other modification of the test booklets will result in an invalid test administration and no student scores will be reported.
10. I understand that any information about student data and test performance is confidential and I am not at liberty to discuss or share with anyone who does not have legal access to that information. ***Idaho Code 33-133*** - ...*inappropriate release of data occurs shall be liable for a civil penalty not to exceed fifty thousand dollars (\$50,000).*
11. I acknowledge that I will report all instances of suspected test fraud, perpetrated either by students or adults, to the District Testing Coordinator and/or the Division of Assessment & Accountability at the Idaho State Department of Education.
12. I certify that students with disabilities and LEP students received appropriate accommodations in accordance with their IEP, ELP, or 504 Plan. Interpreters and all individuals involved in transcriptions of student responses must also read and sign the *Test Security Agreement*.

This page may be photocopied.

Please initial, next to any assessment you will be involved with, then sign and return the *Test Security Agreement* to the District Test Coordinator before administering any Idaho State assessment.

_____ ISAT by Smarter Balanced

_____ ISAT Science and EOC's

_____ ISAT Alternate Assessment (ELA, Math, and Science)

_____ Idaho Reading Indicator (IRI)

_____ WIDA's ACCESS Placement Test (W-APT)

_____ ACCESS for ELLs 2.0 (Online)

_____ ACCESS for ELLs (Paper)

_____ Alternate ACCESS for ELLs (Paper)

Date: _____

Position/Title: _____ School: _____

District: _____

Print Name: _____ Signature: _____



Idaho State Department of Education

CODE OF ETHICS POLICY FOR IDAHO STATE ASSESSMENTS

RATIONALE

The Idaho State Department of Education's Assessment Program has made efforts to try and streamline assessment procedures, augment and refine current assessments, and look for outside grants and projects to help move Idaho's assessments forward. The Idaho Department of Education understands that it will be an ongoing process to refine our assessments and to make the administration of the assessments more user friendly for districts and schools. This document describes the practices considered appropriate in preparing students for the assessments, in administering them, and in providing for proper security of the assessment materials. Since the issues involved for each type of assessment are different, they are considered separately. The following standards were used in determining appropriate practices:

1. **Professional Ethics:** No test preparation practice shall violate the Idaho Code of Ethics for Professional Educators. Specifically, Principle IV states that: A professional educator exemplifies honesty and integrity in the course of professional practice. Unethical conduct includes but is not limited to: falsifying, deliberately misrepresenting, or deliberately omitting information regarding the evaluation of students and/or personnel, including improper administration of any standardized tests (changing test answers; copying or teaching identified test items; unauthorized reading of the test to students; etc.)
2. **Educational Defensibility:** No test preparation practice shall increase students' test scores on the statewide assessment components without simultaneously increasing students' ability to apply the content tested to real life or simulated real-life situations.
 - Activities that are created or implemented for the sole purpose of increasing test scores and do not contribute to the student's overall education are considered in violation of this regulation. Examples of such activities include: reproducing in any way any part of secure testing materials; reviewing secure test items with students; and displaying posters or charts containing information for the purpose of aiding students during test administration.
3. **Student Ownership:** All assessment work shall be done entirely by the student. No one shall coach, edit, or point out errors in student work on the open response or multiple choice portions of the test. Anyone offering input to students for the development of portfolios shall adhere to the guidelines outlined in the portfolio section of this document and the Test Coordinator's Guide.

PROFESSIONAL ETHICS

Assessments are to be administered by professional staff members who have been oriented in the proper test administration procedures for the EOC, ISAT, and IRI used in the school. The assistance of a proctor is essential. **It is the responsibility of the District Test Coordinator to properly train all proctors, teachers, and building test coordinators.**

ADMINISTRATION PRACTICES

Building personnel and District Assessment Coordinators shall schedule test administration; arrange for adequate staff to administer the assessment; prepare an accurate student accountability roster; and ensure that all assessment materials are kept secure before, during, and after the testing sessions.

OK	NOT OK
<p>Words of encouragement and general instructions that do not imply evaluation of student work such as “Do your best,” “Get started,” and “Stay on task” are permissible.</p>	<p>During testing, test administrators or proctors shall not answer student questions that would aid the student in responding to any item on the test.</p>
<p>The principal, building assessment coordinator, and anyone assisting with administration to students in special populations shall ensure that any accommodations or modifications provided shall be consistent with the student’s evaluation data, IEP, 504, or LEP Plan and the routine delivery of instructional services. The use of these accommodations or modifications for the assessment shall not inappropriately interfere with or influence the administration of the assessment to other students.</p>	<p>During testing, test administrators or proctors shall not assist a student in understanding the question. Under no circumstances can the test administrators or proctors use words, signals, or voice inflections to provide students with the answers to the test questions.</p>
<p>Interval or restroom breaks may be conducted by the test administrators or proctors at the discretion of the district. The length of time, refreshments served, and the monitoring of students shall not affect the integrity of testing in any way.</p>	<p>Test administrators shall not encourage students to edit their responses by providing evaluation of student work through tone, gesture, or phrase such as “You can do better” or “You can write more.”</p>
<p>When administering the statewide assessment, the test administrator or proctor shall observe any time limits and follow the specific directions in the manuals provided.</p>	<p>Test administrators or proctors should not start a test for a student unless there is ample time for him or her to complete the assessment during that testing session.</p>
<p>During testing, test administrators or proctors shall circulate throughout the testing site to monitor students as they work, verifying that students are working appropriately and individually.</p>	<p>A student shall not be left alone in a room to take the test.</p>
<p>When students need extended time to complete a test session, this additional time shall begin immediately following the initial administration. If students must move to another test location, they shall be escorted by a school staff member.</p>	<p>No test material can leave the testing facility without following proper security protocol. Students may never transport test material.</p>

NO RETESTING OF THE SAME TEST FORM IS ALLOWED. If the test administrator or proctor believes the integrity of the test has been compromised, the computer should be put on “pause” and the student removed from the testing location. *The building principal will determine if the student assessment will be invalidated or if the test will be reactivated and the student allowed to continue the assessment.* Possible reasons to consider invalidating a test: the student receiving help from another student; students switching computers during the test; the student refusing to take or continue the test; examiners, proctors, or other adults in the room explaining test items to students; examiners, proctors, or other adults in the room reading words or passages to students; examiners, proctors, or other adults in the room pointing to or suggesting the correct response; or the student was using a calculator on a non-calculator portion of the mathematics test. Recopying, highlighting, or any other modification of the test booklet will result in an invalid test administration and no student scores will be reported.

(IRI) NO RETESTING IS ALLOWED. If the test administrator or proctor believes the integrity of the IRI has been compromised, the proctor should ask the student to stop the test and the student should be removed from the testing location.

In the event of an interruption (e.g., bell, intercom announcement) and the student is testing on the RCBM Passage, you will have them stop that passage and throw that score out. They will read the next two passages and you will take the average of the two probes. The student will not retake the assessment or the probe that was interrupted. If the student was interrupted during an Early Literacy probe (LSF or LNF) you can use one of the other state benchmark probes or an AIMSweb progress monitoring probe. There will not be a “repeat” effect due to so much time in between benchmark periods. Possible reasons to consider invalidating a test: the student testing with another student (students should be tested solely with the proctor); the student refusing to take or continue the test; examiners or proctors explaining test items to students; examiners or proctors reading words or passages to students; examiners or proctors pointing to or suggesting the correct response; examiners or proctors discard the timing portion of the assessment; examiners or proctors do not read the instructions verbatim from the proctor manual to the student prior to

<p>taking the assessment. Recopying, highlighting, or any other modification of the test booklet will result in an invalid test administration and no student scores will be reported.</p>	
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TEST SECURITY

OK	NOT OK
<p>District assessment coordinators, administrators, and teachers shall ensure the security of the assessment materials before, during, and after test administration. When not being used for a scheduled testing session, all assessment materials shall be stored in a secure location with access granted to authorized personnel only.</p>	<p>Secure test materials shall not be reproduced in whole, in part, or paraphrased in any way. Examples include photocopying, photographing, handwriting, or typing (<i>for IRI purposes, photocopies can be made if there is not sufficient time to send copies or if a student enrolls who was not accounted for</i>).</p>
<p>It is appropriate for teachers to know the concepts measured by the statewide assessment and to teach those concepts.</p>	<p>No one shall take notes regarding the content, concepts, or structure of any secure test item.</p>
<p>Test administrators shall destroy any notes, rough drafts, or scratch paper produced by students during testing immediately after each testing session or at the end of the testing day, ensuring that no test item is compromised. When administering IRI, proctors may make a note of errors that are continually repeated, e.g., a student reading a /b/ as a /d/ or saying “there” for “here.” We want the teachers to know this so they can work on those errors with their students.</p>	<p>No one may have test booklets without authorization from the district or building assessment coordinator. K–3 teachers may not view or give the IRI assessment at any time.</p>

<p>Test administrators must train all proctors prior to test administration.</p>	<p>Local district staff may not show items in the test booklets to anyone not administering the test unless directed by the Superintendent. Once authorization has been granted to local district staff to have access to the tests, staff shall not use knowledge about the content of any specific questions to prepare students for the assessment. K-3 teachers may not view or give the IRI assessment. (Exception – K-3 teachers may give the IRI assessment IF they are also the principal or testing coordinator for their district).</p>
<p>Alert papers (i.e., evidence within a student response that the student may cause harm to himself/herself or to others or may otherwise be suffering abuses) may be copied. In this case, local district staff may photocopy the pertinent section of the student response and turn those pages over to the appropriate local authorities to assure the safety of the child and the community. The local district shall notify all local authorities that the student response may contain information related to secure test items.</p>	<p>Teachers or other staff with knowledge of the content of any secure test item shall not reveal this content to anyone.</p>
<p>Making copies of test materials is unethical; these are copyrighted materials and are secured for the purpose of testing.</p>	<p>Teachers or other staff who become aware of specific test items through any means shall not use this knowledge to prepare students for the assessment.</p>
<p>All test materials are to be returned to the district test coordinator or building principal for storage.</p>	
<p>Security agreements are required to be signed by all proctors before they are allowed to administer any state assessment. The security agreements are there to help remind all proctors that the assessments are secure and confidential.</p>	

Violations of the Code of Ethics for IDAHO Department of Education Assessment Administration

All individuals participating in the administration of the testing program shall comply with the Code of Ethics for the Idaho Department of Education Assessment Administration. These steps shall be followed for any alleged state testing violation:

STEP 1 An allegation of inappropriate testing practices received at the Idaho Department of Education shall be referred to the Division of Assessment.

STEP 2 Staff in the Division of Assessment will then investigate to determine if the involvement of the Professional Standards Commission is appropriate. In order to determine if further action is necessary, the Assessment Division will need informants to fill out a form with the following information: the name of the school or school district, the specific details of the allegation, the names of individuals allegedly committing the inappropriate practices, and, if possible, a list of anyone who can testify to the offense. As a note, local school district personnel shall be expected to cooperate in the investigation process as requested.

STEP 3 Staff in the Division of Assessment shall report all findings for each allegation to the Professional Standards Commission. The Professional Standards Commission will then perform an investigation of the facts. They will then determine whether a formal reprimand, suspension, or revocation of license/certification is necessary.

STEP 4 The Professional Standards Commission shall review the findings and make a recommendation to the Idaho Board of Education.

STEP 5 The Idaho Board of Education shall make a final determination and then notify the school district superintendent and the school board chairperson of this determination. If one or more of the allegations is determined to be valid and warrants invalidation or change of scores, the State Board of Education shall direct the Department of Assessments to make appropriate adjustments in the school or district's scores.

If one or more of the allegations is determined to be valid and it appears that a school district employee is responsible for the wrongdoing, then within 45 days of the date of notification by the Board of Education to the school district superintendent of the final determination or at the point which the local district superintendent has confirmed the wrongdoing by a certified staff member, whichever is earlier, the local district superintendent shall:

- a) Report in writing to the Board of Education whether disciplinary action was taken or considered necessary; and
- b) Comply with the reporting responsibility to the Education Professional Standards Commission

If school or district accountability indices are adjusted as a result of the State Board's final determination, individual student reports shall not be changed, but changes to school or district accountability indices shall be reflected in the next scheduled score report release. Scores used to calculate the affected growth indices shall be adjusted, and they may be reduced to non-performance for accountability purposes. Scores used to calculate baselines for the subsequent cycle shall not be changed.

STEP 6 After the local district receives the letter from the State Board of Education of the action to be taken by the Department, the school may challenge the action by appealing the next performance judgment it receives.

Science Periodic Table

PERIODIC TABLE OF THE ELEMENTS

1 IA	2 IIA	3 IIIB	4 IVB	5 VB	6 VIB	7 VIIB	8 VIII	9 VIII	10 IB	11 IB	12 IIB	13 IIIA	14 IVA	15 VA	16 VIA	17 VIIA	18 VIIIA
1 H Hydrogen 1.01	2 He Helium 4.00	3 Li Lithium 6.94	4 Be Beryllium 9.01	5 B Boron 10.81	6 C Carbon 12.01	7 N Nitrogen 14.01	8 O Oxygen 16.00	9 F Fluorine 19.00	10 Ne Neon 20.18	11 Na Sodium 22.99	12 Mg Magnesium 24.31	13 Al Aluminum 26.98	14 Si Silicon 28.09	15 P Phosphorus 30.97	16 S Sulfur 32.07	17 Cl Chlorine 35.45	18 Ar Argon 39.95
19 K Potassium 39.10	20 Ca Calcium 40.08	21 Sc Scandium 44.96	22 Ti Titanium 47.87	23 V Vanadium 50.94	24 Cr Chromium 52.00	25 Mn Manganese 54.94	26 Fe Iron 55.85	27 Co Cobalt 58.93	28 Ni Nickel 58.69	29 Cu Copper 63.55	30 Zn Zinc 65.41	31 Ga Gallium 69.72	32 Ge Germanium 72.64	33 As Arsenic 74.92	34 Se Selenium 78.96	35 Br Bromine 79.90	36 Kr Krypton 83.80
37 Rb Rubidium 85.47	38 Sr Strontium 87.62	39 Y Yttrium 88.91	40 Zr Zirconium 91.22	41 Nb Niobium 92.91	42 Mo Molybdenum 95.94	43 Tc Technetium (98)	44 Ru Ruthenium 101.07	45 Rh Rhodium 102.91	46 Pd Palladium 106.42	47 Ag Silver 107.87	48 Cd Cadmium 112.41	49 In Indium 114.82	50 Sn Tin 118.71	51 Sb Antimony 121.76	52 Te Tellurium 127.60	53 I Iodine 126.90	54 Xe Xenon 131.29
55 Cs Cesium 132.91	56 Ba Barium 137.33	57 La Lanthanum 138.91	72 Hf Hafnium 178.49	73 Ta Tantalum 180.95	74 W Tungsten 183.84	75 Re Rhenium 186.21	76 Os Osmium 190.23	77 Ir Iridium 192.22	78 Pt Platinum 195.08	79 Au Gold 196.97	80 Hg Mercury 200.59	81 Tl Thallium 204.38	82 Pb Lead 207.2	83 Bi Bismuth 208.98	84 Po Polonium (209)	85 At Astatine (210)	86 Rn Radon (222)
87 Fr Francium (223)	88 Ra Radium (226)	89 Ac Actinium (227)	90 Th Thorium 232.04	91 Pa Protactinium 231.04	92 U Uranium 238.03	93 Np Neptunium (237)	94 Pu Plutonium (244)	95 Am Americium (243)	96 Cm Curium (247)	97 Bk Berkelium (247)	98 Cf Californium (251)	99 Es Einsteinium (252)	100 Fm Fermium (257)	101 Md Mendelevium (258)	102 No Nobelium (259)	103 Lr Lawrencium (262)	
			58 Ce Cerium 140.12	59 Pr Praseodymium 140.91	60 Nd Neodymium 144.24	61 Pm Promethium (145)	62 Sm Samarium 150.36	63 Eu Europium 151.96	64 Gd Gadolinium 157.25	65 Tb Terbium 158.93	66 Dy Dysprosium 162.50	67 Ho Holmium 164.93	68 Er Erbium 167.26	69 Tm Thulium 168.93	70 Yb Ytterbium 173.04	71 Lu Lutetium 174.97	

KEY

29	Atomic number
Cu	Symbol
Copper	Element name
63.55	Average atomic mass

Keyboard Shortcuts for System

These keyboard shortcuts may be copied from this book and reproduced as necessary. The copies of these keyboard shortcuts are considered part of the secure testing materials and must be returned to the School Test Coordinator for secure storage and destruction.

System Shortcuts

KEYBOARD SHORTCUT	FUNCTION
Tab	Transfers the focus from one button to the next (from left to right). The focus is indicated by a red box around the selected tool or function button when the Tab key is pressed.
Shift + Tab	Transfers the focus from one button to the next (from right to left). The focus is indicated by a red box that appears around the selected tool or function button when the Tab key is pressed.
Enter/Space Bar	Activates the tool or function highlighted by the red box. Pressing the Enter key or Space Bar a second time deactivates the tool or function (with the exception of tools that keep the focus, such as Sticky Notes).
Esc	Closes the Magnifier and Help [? button] when activated. If the red box is activated and the ESC key is pressed while on the tool bar without having any tools activated, the red box will move to the pointer button.
ABCD, abcd	Selects an answer option on a multiple-choice question. Entering one of the letters fills or un-fills the letter bubble before each answer option. Both upper and lower case letters can be used.
Alt + X	Exits the system from each page that has an Exit button.
Ctrl + {Left, Right, Up, Down arrows}	Moves any pop-up tool like the Help [? button] around the screen. (Does not work with Sticky Notes.)
Ctrl + Minus (Numerical Row)	Rotates the active tool 1 degree.
Up/Down Arrows	Moves the cursor up and down through a list of choices (questions on the Review/End Test page).
Enter	Selects the highlighted test question from the Review/End Test page. Selects Sign In button after Username and Password are entered. Selects Continue from the Student Verification Page. Selects the Go To Page number within the quick navigation drop down arrow.
Ctrl + Tab	Switches between multiple active pop-up tools on the screen.
Alt – R	Activates the Review/End Test button and moves the user to the Review page of the test.
Alt – P	Activates the Pause button and pauses test.
Alt – F	Activates the Flagged button and marks an item as flagged or removes flag from an item.
Alt – B	Activates the Back Button and moves student back a question.
Alt – N	Activates the Next button and moves the student forward a question.

IN THE SENATE

SENATE BILL NO. 1296

BY EDUCATION COMMITTEE

AN ACT

1 RELATING TO EDUCATION; TO PROVIDE A SHORT TITLE; TO PROVIDE LEGISLATIVE
2 INTENT; AMENDING CHAPTER 1, TITLE 33, IDAHO CODE, BY THE ADDITION OF
3 A NEW SECTION 33-133, IDAHO CODE, TO PROVIDE DEFINITIONS, TO PROVIDE
4 FOR A RESPONSIBLE ENTITY, TO ESTABLISH PROVISIONS RELATING TO A DATA
5 INVENTORY AND DICTIONARY OR INDEX, TO ESTABLISH PROVISIONS RELATING TO
6 CERTAIN POLICIES AND PROCEDURES, TO ESTABLISH PROVISIONS RELATING TO
7 THE STATE BOARD OF EDUCATION AND THE STATE DEPARTMENT OF EDUCATION EN-
8 SURING THAT CERTAIN VENDORS SHALL COMPLY WITH THE LAW, TO PROVIDE FOR A
9 CIVIL ENFORCEMENT ACTION, TO PROVIDE FOR A COURT ACTION, TO PROVIDE FOR
10 A PENALTY, TO ESTABLISH PROVISIONS RELATING TO DATA DEEMED CONFIDEN-
11 TIAL, TO PROVIDE FOR EXCEPTIONS, TO PROVIDE FOR A DATA SECURITY PLAN, TO
12 ESTABLISH PROVISIONS RELATING TO COMPLIANCE WITH CERTAIN POLICIES AND
13 LAWS, TO ESTABLISH PROVISIONS RELATING TO CERTAIN CONTRACTS, TO PRO-
14 VIDE FOR NOTIFICATION TO THE GOVERNOR AND THE LEGISLATURE, TO PROVIDE
15 FOR RULES, TO ESTABLISH PROVISIONS RELATING TO EXISTING COLLECTION OF
16 STUDENT DATA, TO ESTABLISH PROVISIONS RELATING TO A PARENT OR GUARDIAN
17 REQUEST FOR THEIR CHILD'S STUDENT RECORD, TO PROVIDE FOR A MODEL POLICY
18 AND TO PROVIDE FOR PENALTIES; AND DECLARING AN EMERGENCY.
19

20 Be It Enacted by the Legislature of the State of Idaho:

21 SECTION 1. SHORT TITLE. This act shall be known as the "Student Data Ac-
22 cessibility, Transparency and Accountability Act of 2014."

23 SECTION 2. LEGISLATIVE INTENT. It is the intent of the Legislature to
24 help ensure that student information is safeguarded and that privacy is hon-
25 ored, respected and protected. The Legislature also acknowledges that stu-
26 dent information is a vital resource for teachers and school staff in plan-
27 ning responsive education programs and services, scheduling students into
28 appropriate classes and completing reports for educational agencies. Stu-
29 dent information is critical in helping educators assist students in suc-
30 cessfully graduating from high school and being ready to enter the workforce
31 or postsecondary education. In emergencies, certain information should be
32 readily available to school officials to assist students and their families.
33 A limited amount of this information makes up a student's permanent record
34 or transcript. The Legislature firmly believes that while student informa-
35 tion is important for educational purposes, it is also critically important
36 to ensure that student information is protected, safeguarded and kept pri-
37 vate and used only by appropriate educational authorities and then, only to
38 serve the best interests of the student. To that end, this act will help en-
39 sure that student information is protected and expectations of privacy are
40 honored.

1 SECTION 3. That Chapter 1, Title 33, Idaho Code, be, and the same is
2 hereby amended by the addition thereto of a NEW SECTION, to be known and des-
3 ignated as Section 33-133, Idaho Code, and to read as follows:

4 33-133. DEFINITIONS -- STUDENT DATA -- USE AND LIMITATIONS. (1) As
5 used in this act, the following terms shall have the following meanings:

6 (a) "Agency" means each state board, commission, department, office or
7 institution, educational or otherwise, of the state of Idaho. State
8 agency shall also mean any city, county, district or other political
9 subdivision of the state.

10 (b) "Aggregate data" means data collected and/or reported at the group,
11 cohort or institutional level. The minimum number of students shall be
12 determined by the state board of education.

13 (c) "Board" means the state board of education.

14 (d) "Data system" means the state department of education's Idaho sys-
15 tem for educational excellence (ISEE) and also the state postsecondary
16 longitudinal data system.

17 (e) "Department" means the state department of education.

18 (f) "District" or "school district" means an Idaho public school dis-
19 trict and shall also include Idaho public charter schools.

20 (g) "Personally identifiable data," "personally identifiable student
21 data" or "personally identifiable information" includes, but is not
22 limited to: the student's name; the name of the student's parent or
23 other family members; the address of the student or student's family;
24 a personal identifier, such as the student's social security number,
25 student education unique identification number or biometric record;
26 other indirect identifiers, such as the student's date of birth, place
27 of birth and mother's maiden name; and other information that, alone
28 or in combination, is linked or linkable to a specific student that
29 would allow a reasonable person in the school community, who does not
30 have personal knowledge of the relevant circumstances, to identify the
31 student with reasonable certainty or information requested by a person
32 who the educational agency or institution reasonably believes knows the
33 identity of the student to whom the education record relates.

34 (h) "Provisional student data" means new student data proposed for in-
35 clusion in the data system.

36 (i) "Student data" means data collected and/or reported at the individ-
37 ual student level included in a student's educational record.

38 (i) "Student data" includes: (1) state and national assess-
39 ment results, including information on untested public school
40 students; (2) course taking and completion, credits earned and
41 other transcript information; (3) course grades and grade point
42 average; (4) date of birth, grade level and expected graduation
43 date/graduation cohort; (5) degree, diploma, credential attain-
44 ment and other school exit information such as general educational
45 development and drop-out data; (6) attendance and mobility; (7)
46 data required to calculate the federal four (4) year adjusted
47 cohort graduation rate, including sufficient exit and drop-out
48 information; (8) discipline reports limited to objective infor-
49 mation sufficient to produce the federal annual incident reports,

1 children with disabilities disciplinary reports and discipline
2 reports including students involved with firearms; (9) remedi-
3 ation; (10) special education data; (11) demographic data and
4 program participation information; and (12) files, documents,
5 images or data that are stored in or transmitted through a cloud
6 computing service.

7 (ii) Unless included in a student's educational record, "student
8 data" shall not include: (1) juvenile delinquency records; (2)
9 criminal records; (3) medical and health records; (4) student so-
10 cial security number; (5) student biometric information; (6) gun
11 ownership records; (7) sexual orientation; and (8) religious af-
12 filiation.

13 (j) "Student educational record" means all information directly re-
14 lated to a student and recorded and kept in the data system as that term
15 is defined in this section. A student educational record may include
16 information considered to be personally identifiable.

17 (k) "Student education unique identification number" means the unique
18 student identifier assigned by the state to each student that shall not
19 be or include the social security number of a student in whole or in
20 part.

21 (2) Unless otherwise provided for in this act, the executive office of
22 the state board of education shall be the entity responsible for implement-
23 ing the provisions of this act. All decisions relating to the collection and
24 safeguarding of student data shall be the responsibility of the executive
25 office of the state board of education.

26 (3) The state board of education shall:

27 (a) Create, publish and make publicly available a data inventory and
28 dictionary or index of data elements with definitions of individual
29 student data fields currently in the student data system including:

30 (i) Any individual student data required to be reported by state
31 and federal education mandates;

32 (ii) Any individual student data that has been proposed for inclu-
33 sion in the student data system with a statement regarding the pur-
34 pose or reason for the proposed collection; and

35 (iii) Any individual student data collected or maintained with no
36 current purpose or reason.

37 No less frequently than annually, the state board of education shall up-
38 date the data inventory and index of data elements provided for in this
39 subsection.

40 (b) Develop, publish and make publicly available policies and proce-
41 dures to comply with the federal family educational rights and privacy
42 act (FERPA) and other relevant privacy laws and policies including, but
43 not limited to:

44 (i) Access to student data in the student data system shall be re-
45 stricted to: (1) the authorized staff of the state board of educa-
46 tion and the state department of education and the board's and the
47 department's vendors who require such access to perform their as-
48 signed duties; (2) district and public postsecondary staff who re-
49 quire such access to perform their assigned duties; (3) students
50 and their parents or legal guardians; and (4) the authorized staff

1 of other state agencies in this state as required by law and/or de-
2 fined by interagency data-sharing agreements;

3 (ii) Public reports or responses to record requests shall include
4 aggregate data only as that term is defined in subsection (1) of
5 this section;

6 (iii) The state board of education shall develop criteria for the
7 approval of research and data requests from state and local agen-
8 cies, the state legislature, researchers and the public: (1) un-
9 less otherwise approved by the state board of education, student
10 data maintained shall remain confidential; (2) unless otherwise
11 approved by the state board of education, released student data
12 in response to research and data requests may only include aggre-
13 gate data; and (3) any approval of the board to release person-
14 ally identifiable student data shall be subject to legislative ap-
15 proval prior to the release of such information;

16 (iv) Ensuring that any contract entered into by the state board
17 of education or the state department of education includes provi-
18 sions requiring and governing data destruction dates and specific
19 restrictions on the use of data;

20 (v) Notification to students and parents regarding their rights
21 under federal and state law; and

22 (vi) Ensuring that all school districts, primary schools, sec-
23 ondary schools and other similar institutions entering into
24 contracts that govern databases, online services, assessments,
25 special education or instructional supports with private vendors
26 shall include in each such contract either: (1) a prohibition
27 on any secondary uses of student data by the private vendor in-
28 cluding, but not limited to, sales, marketing or advertising,
29 but permitting the private vendor to process or monitor such data
30 solely to provide and maintain the integrity of the service; or (2)
31 a requirement that the private vendor disclose in detail any sec-
32 ondary uses of student data including, but not limited to, sales,
33 marketing or advertising, and the board shall obtain express
34 parental consent for those secondary uses prior to deployment of
35 the private vendor's services under the contract.

36 The state board of education and the state department of education shall
37 ensure that any and all private vendors employed or otherwise engaged
38 by the board or the department shall comply with the provisions of this
39 section. Any person determined, in either a civil enforcement action
40 initiated by the board or initiated by the department or in a court ac-
41 tion initiated by an injured party, to have violated any provision of
42 this section or any rule promulgated pursuant to this section, shall
43 be liable for a civil penalty not to exceed fifty thousand dollars
44 (\$50,000) per violation. In the case of an unauthorized release of stu-
45 dent data, the state board of education or the state department of edu-
46 cation shall notify the parent or student of the unauthorized release
47 of student data that includes personally identifiable information in a
48 manner consistent with the provisions of section 28-51-105, Idaho Code.

49 (c) Unless otherwise approved by the state board of education, any data
50 deemed confidential pursuant to this act shall not be transferred to any

1 federal, state or local agency or other organization or entity outside
2 of the state of Idaho, with the following exceptions:

3 (i) A student transfers out of state or a school or district seeks
4 help with locating an out-of-state transfer;

5 (ii) A student leaves the state to attend an out-of-state institu-
6 tion of higher education or training program;

7 (iii) A student voluntarily participates in a program for which
8 such a data transfer is a condition or requirement of participa-
9 tion;

10 (iv) The state board of education or the state department of ed-
11 ucation may share such data with a vendor to the extent it is nec-
12 essary as part of a contract that governs databases, online ser-
13 vices, assessments, special education or instructional supports
14 with a vendor;

15 (v) Pursuant to a written agreement between the two (2) school
16 districts, where a student transfers from an Idaho district abut-
17 ting upon another state to the nearest appropriate district in
18 such neighboring state in accordance with the provisions of sec-
19 tion 33-1403, Idaho Code; or

20 (vi) A student is classified as "migrant" for federal reporting
21 purposes;

22 (d) Develop a detailed data security plan that includes:

23 (i) Guidelines for authorizing access to the student data system
24 and to individual student data including guidelines for authenti-
25 cation of authorized access;

26 (ii) Guidelines relating to administrative safeguards providing
27 for the security of electronic and physical data; such guidelines
28 should include provisions relating to data encryption as well as
29 staff training to better ensure the safety and security of data;

30 (iii) Privacy compliance standards;

31 (iv) Privacy and security audits;

32 (v) Breach planning, notification and procedures; and

33 (vi) Data retention and disposition policies;

34 (e) Ensure routine and ongoing compliance with FERPA, other relevant
35 privacy laws and policies, and the privacy and security policies and
36 procedures developed under the authority of this act, including the
37 performance of compliance audits;

38 (f) Ensure that any contracts that govern databases, online services,
39 assessments or instructional supports that include student data and are
40 outsourced to private vendors, include express provisions that safe-
41 guard privacy and security, contain the restrictions on secondary uses
42 of student data described in subsection (3) (b) (vi) of this section,
43 provides for data destruction and includes penalties for noncompliance
44 with this paragraph; and

45 (g) Notify the governor and the legislature annually of the following:

46 (i) New student data proposed for inclusion in the state student
47 data system: (1) any new student data collection proposed by the
48 state board of education becomes a provisional requirement to al-
49 low districts and their local data system vendors the opportunity
50 to meet the new requirement; and (2) the state board of educa-

1 tion must submit any new provisional student data collection to
2 the governor and the legislature for their approval within one (1)
3 year in order to make the new student data a permanent requirement
4 through the administrative rules process. Any provisional stu-
5 dent data collection not approved by the governor and the legisla-
6 ture by the end of the next legislative session expires and must be
7 deleted and no longer collected;

8 (ii) Changes to existing data collections required for any rea-
9 son, including changes to federal reporting requirements made by
10 the U.S. department of education;

11 (iii) An explanation of any exceptions granted by the state
12 board of education in the past year regarding the release or
13 out-of-state transfer of student data;

14 (iv) The results of any and all privacy compliance and security
15 audits completed in the past year. Notifications regarding pri-
16 vacy compliance and security audits shall not include any informa-
17 tion that would pose a security threat to the state or local stu-
18 dent information systems or to the secure transmission of data be-
19 tween state and local systems by exposing vulnerabilities; and

20 (v) Data collected specific to a grant program where such data is
21 not otherwise included in student data.

22 (4) The state board of education shall adopt rules to implement the pro-
23 visions of this act.

24 (5) Upon the effective date of this act, any existing collection of stu-
25 dent data in the data system shall not be considered a new student data col-
26 lection in accordance with this section.

27 (6) Unless otherwise prohibited by law or court order, school districts
28 must provide parents or guardians with copies of all of their child's educa-
29 tional records, upon request, if such child has not attained the age of eigh-
30 teen (18) years.

31 (7) The state board of education shall develop a model policy for school
32 districts and public charter schools that will govern data collection, ac-
33 cess, security and use of such data. The model policy shall be consistent
34 with the provisions of this act. In order to assure that student educa-
35 tional information is treated safely and securely and in a consistent manner
36 throughout the state, each district and public charter school shall adopt
37 and implement the model policy. The state department of education shall
38 provide outreach and training to the districts and public charter schools
39 to help implement the policy. A current copy of such policy shall be posted
40 to the school district's website. Any district or public charter school
41 that fails to adopt, implement and post the policy where any inappropriate
42 release of data occurs shall be liable for a civil penalty not to exceed fifty
43 thousand dollars (\$50,000). The method of recovery of the penalty shall be
44 by a civil enforcement action brought by the state board of education, with
45 the assistance of the office of the state attorney general, in the district
46 court in and for the county where the violation occurred. All civil penal-
47 ties collected under this section shall be paid into the general fund of the
48 state.

1 SECTION 4. An emergency existing therefor, which emergency is hereby
2 declared to exist, this act shall be in full force and effect on and after its
3 passage and approval.

