

# Louisiana Believes

---

**Preparing to Administer EOCs  
September 2016**

# Welcome

**Objective:** Participants in this session will:

- Walk through steps for preparing for and administering EOCs
- Evaluate readiness and plan for communication and training

# Agenda

- Overview
- Before the Assessment
  - Technology Readiness Tool (TRT)
  - INSIGHT Tools
  - Planning and Scheduling
  - Steps within eDIRECT
  - Preparing Devices
- During the Assessment
  - Testing Site Management
- After the Assessment
- Ongoing Support and Communications

# Overview



# Beginning the Grades 3-8 Transition in 2015-2016

## **Math and ELA Computer-Based Practice Tests**

- Almost every district participated in the online practice tests resulting in over 160,000 tests completed.

## **Math and ELA Computer-Based Tests**

- Sixteen school districts as well as some charters and nonpublic schools tested math and ELA online.
- Over 100,000 sessions were completed over a three-week window.

## **Social Studies Computer-Based Field Tests**

- All but a few districts participated in the online version of the social studies field test resulting in over 250,000 sessions completed over a two-week window.

Students used the INSIGHT testing platform during the online testing. EAGLE has now transitioned from its previous platform to one that aligns with INSIGHT, having many of the same tools, accessibility features, and the same overall feel or experience for students. EOCs will be in this same platform beginning with the fall 2016 administration.

# What did students say?

Almost 3000 students participated in an optional survey following the Social Studies Field Test. Overall, the survey indicated:

- 83% of students participated in some form of practice, either the OTT or practice tests, prior to the tests.
- 91% of students were able to login to the assessment with minimal issues.
- Students used the tools within the system while taking tests, particularly the highlighter (63%), flag, and cross-out tool.
- 82% of students either preferred an online test or had no preference between paper and online.
- 93% of students are using electronic devices daily or at least twice a week at home.
- 82% of students are using electronic devices daily or at least twice a week at school.

# What did test administrators say?

407 test administrators (usually teachers) participated in an optional survey following the Social Studies Field Test. Overall, the survey indicated:

- 96% received some training prior to the administration.
- 90% indicated that students had participated in either the OTT or practice tests prior to taking the field test.
- 99% found the manual clear and easy to follow.
- 92% were aware of who to contact in case of a technology issue.
- In the upcoming year survey participants indicated that in 2016-2017 they would like resources such as:
  - Online practice tests
  - Online tools training
  - Tutorials
  - Fact sheets
  - Powerpoints
  - In-person meetings

# Transitioning to Technology

In 2016–2017 grades 3–8 will complete the transition to computer-based tests, with a paper option remaining for grades 3 and 4. End-of-Course (EOC) exams will also move to this same platform. A smooth transition to online testing requires that a number of factors be addressed within schools and districts. These factors fall within three main work streams: digital literacy, technology readiness, and assessment administration preparation.

Work Stream	Description	Responsible Parties
Digital Literacy	Regular authentic incorporation of technology within classroom instruction	Instructional leaders, principals, curriculum directors, teachers
Technology Readiness	Purchasing and evaluating devices, measuring network capacity, and general maintenance and of related systems	Technology coordinators
Assessment Administration Preparation	Assessment platform-specific installations and configurations, logistics, training of testing staff	Technology and test coordinators



# Planning for Digital Literacy

## Updates for Digital Literacy:

- Sessions at the upcoming collaboratives will include two that are directly related to digital literacy.

Embedding Digital Literacy: A session focusing on strategies and resources to support teachers in incorporating technology into instruction in authentic ways.

Developing Tech Literacy for the 2017 Assessments and Beyond: A session focusing on ways that teachers can use integrate technology into lessons

- State contracts are available for keyboarding software instruction. For more information on using these contracts please email [assessment@la.gov](mailto:assessment@la.gov).

## Key Next Steps:

- Use local or state contracts for keyboarding software instruction
- Share the [Digital Literacy Guidance](#) document with leaders and teachers
- Participate in the upcoming collaborative sessions or access the materials
- Plan for technology to be embedded within instruction on a regular basis
- Support teachers in embedding technology within instruction

# Technology Readiness

## Updates for Technology Readiness:

- Technology Fall 2016 Device requirements have been clarified and are available [here](#). Sites that tested online using DRC INSIGHT in 2015-2016 with satisfactory results should be able to use the same testing devices in the 2016-2017 school year.
- Districts with questions or concerns should email [assessment@la.gov](mailto:assessment@la.gov) and/or join the Assessment Office Hours available each Tuesday beginning September 13.
  - **Weekly Office Hours:** Held each Tuesday at 1:00 PM beginning Tuesday, September 13
    - Office Hours Webinar Link: <https://louisianaschools.adobeconnect.com/dpc/>
    - Enter the meeting room as a guest and provide your name.
    - Call-In Information: (800) 832-0736; meeting room #3423625

## Key Next Steps:

- Access the [Assessment Device Requirements](#)
- Complete [Technology Readiness Tool](#) (TRT) data entry by September 15
- Use TRT reporting to measure technology readiness in late September
- Utilize weekly office hours

# Assessment Administration Readiness

Assessment administration readiness includes platform-specific installations and configurations. In 2016–2017, Louisiana will utilize DRC’s Insight assessment platform for the following assessments:

- Statewide summative assessments for grades 3 through 8
- EOC assessments
- EAGLE
- Non-summative assessments (e.g., interim and diagnostics)

The platform is designed to work with technology commonly available in schools. The [Testing Device Requirements](#) guidance, clarified at the end of August, outlines the minimum and recommended system requirements.

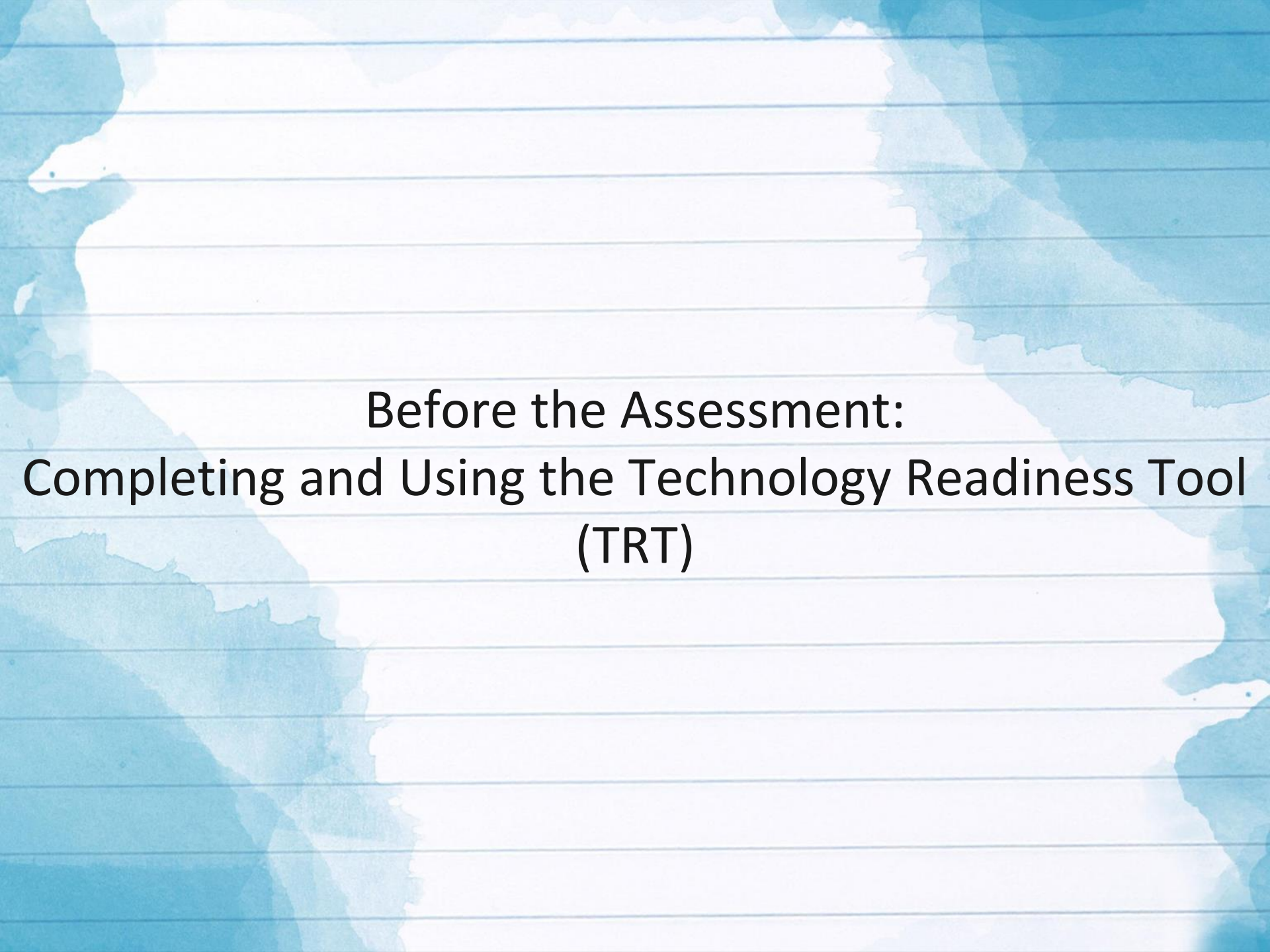
## **Key Next Steps:**

- Install the TSM for the EOC administration
- Create users or assign EOC permissions
- Upload additional students
- Enter accommodations
- Create test sessions
- Print test tickets

# Discussion

In your district, who is responsible for each of these work streams? What do you think are the next steps in each one for your district?

Work Stream	Responsible Parties	Next Steps
Digital Literacy		
Technology Readiness		
Assessment Administration Preparation		



# Before the Assessment: Completing and Using the Technology Readiness Tool (TRT)



# Technology Readiness Tool (TRT)

**The Technology Readiness Tool** provides LEAs a mechanism for tracking and analyzing school and district devices, network readiness, and broadband readiness for supporting both classroom learning and assessments. The tool is open year-round for LEAs to submit and update their data, as well as pull reports to inform administrative decisions related to upgrades, new purchases, and strategic planning.

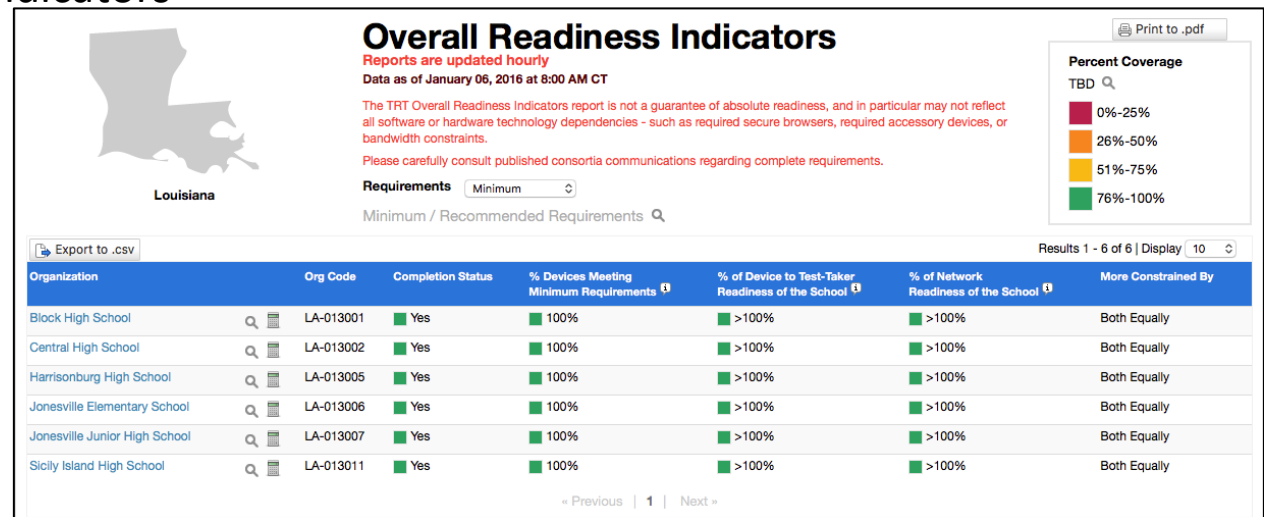
## Key Dates for TRT Reporting

- **September 15:** Deadline to submit summer TRT device and network data
- **September:** Online reports of district/school readiness available within the TRT
- **September:** Statewide report of district/school readiness
- **December 5:** Deadline to submit fall TRT device and network data
- **December:** Online reports of district/school readiness available within the TRT
- **January:** Statewide and legislative report of district/school readiness released

# TRT Reporting

Upon completing the survey portion of the Technology Readiness Tool (TRT), the system generates a number of reports to allow schools, districts, and the state to determine whether they are technologically ready for online testing. Every stakeholder should utilize the following reports to inform their technology readiness efforts:

- Overall Readiness Indicators
- Device to Test-Taker Indicators
- Network Indicators
- Device Readiness



# Discussion

In your district, who is responsible for each of these actions? What do you think are the next steps in each one for your district?

Action	Responsible Parties	Next Steps
Entering the TRT Data		
Accessing and Analyzing the TRT Data		
Acting on the TRT Data		



## Before the Assessment: Student INSIGHT Tools

# Student Tools with INSIGHT

The **Online Tools Training (OTT)** should be utilized in order to become familiar with the online testing tools (e.g., highlighter, magnification, etc.) used for the operational test.

Additionally the OTT:

- may be reviewed as many times as desired;
- is not to be considered representative of an actual test;
- is available once Insight is installed or by [link](#) using Google Chrome browser;
- is now available for grades 3-8 and EOCs.

*Note: The Google Chrome browser must be used when accessing the OTT via the hyperlink.*

**Student Tutorials** are short videos that provide a look into the Insight system and the tools that are available for testing. Tutorials will be available in September for grades 3-8 and EOCs.



# Discussion

In your district, who is responsible for each of these actions? What do you think are the next steps in each one for your district?

Action	Responsible Parties	Next Steps
Teachers access OTTs and Tutorials		
Students access OTTs and Tutorials		



## Before the Assessment: Planning and Scheduling

# Scheduling EOCs

As with prior computer-based tests, districts will have some flexibility in scheduling. To reduce incidences of testing irregularities, required scheduling practices include:

- Testing students of the same grade level at the same time or as near as possible to the same time
- Completing make up tests for students immediately upon return
- Limiting student interaction during break periods
- Isolating students who have not completed testing for the day
- Preventing interaction between tested and untested students
- Requiring the completion of a session once opened (limiting reopened test sessions)

# Planning for Technology Support

Districts and schools should have in place a plan for technology support leading up to and during the testing window. Technology support plans should include:

- Setting up the Testing Site Manager (TSM)
- Installing INSIGHT on all testing devices
- Ensuring that all testing rooms have the appropriate equipment
- Communication streams for issues identified before and during testing (e.g., point of contact for test administrators, tiered support)
- Plans for communicating the technology support plan to other stakeholders including (test administrators, coordinators, and others)

# Discussion

In your district, who is responsible for each of these actions? What do you think are the next steps in each one for your district?

Action	Responsible Parties	Next Steps
Scheduling EOCs		
Planning Technology Support		





## Before the Assessment: Steps Within eDIRECT

# eDIRECT Overview

As in 2015-2016, a suite of online administrative resources are available in [eDIRECT](#) to prepare for online testing through DRC's web-based test engine as well as support paper-based testing for grades 3 and 4.

eDIRECT Resource	Description
Training Materials	Training materials include user guides, manuals, and short videos.
Test Setup	Test coordinators are able to upload students, create test sessions, print test tickets, and monitor testing status.
Materials Management	DTCs are able to order additional materials, confirm receipt of materials, and mark materials as soiled and destroyed.
TA System	The TA system is used to assign three digit numbers to test administrators.
Reports	Test and technology coordinators can access reports during administration as well as results after.

# eDIRECT Actions

A number of actions must occur within eDIRECT prior to the testing window.

Action	Timeline
Create additional users and set appropriate permissions	October
Access manuals and user guides	Mid-late October
Order additional materials (e.g., braille, communication script)	Early November
Add additional students	Early November
Create test sessions	Early November
Print test tickets and rosters	Mid-late November

# User Management

Users may either be created individually or in an upload for multiple users. Once users are created they will receive an email with a link to set up their password.

Permissions will be set during the creation process but can be updated. The system will make recommendations based on user role.

The screenshot displays the 'User Administration' interface. At the top, there are tabs for 'Edit User', 'Add Single User', and 'Upload Multiple Users'. Below these, a blue header bar reads 'Assign Permissions'. A message box states: 'You can only assign permissions on this screen, not remove them. Permission(s) in the right-hand list will be added to the user profile(s) you selected on the previous screen.' Below this, a 'Permission-set' dropdown menu is set to 'School'. A tip box says: 'Tip: When you select a permission, its description will display below the list'. The interface is divided into two columns: 'Available Permissions' and 'Assigned Permissions'. The 'Available Permissions' list includes: 'Test Setup - Primary Window', 'Test Setup - Secondary Window', 'Test Session - Add/Edit', 'Test Session - Delete Pre-created', 'Test Session - Search/View', and 'Test Session - Status Summary'. The 'Assigned Permissions' list includes: 'Administrator', 'Documents - View', 'Online Testing - Secured Resources', 'Students - Add/Edit', 'Students - Download Students', 'Students - Search/View', 'Students - Upload', 'Test Session - Add/Edit', 'Test Session - Delete Pre-created', 'Test Session - Search/View', and 'Test Session - Status Summary'. At the bottom of the dialog are 'Save' and 'Cancel' buttons. In the background, a table with columns 'Year', 'District', and 'School' is partially visible, showing data for the year 2014.

Year	District	School
2014	99999	99999
2014	99999	99999
2014	99999	99999
2014	99999	99999

# Materials Management

The Additional Materials System allows districts the ability to enter, track, view, change, export, and delete Additional Materials Orders. This system replaces the paper Additional Materials Request Form for District Test Coordinators. The paper Additional Materials Request Form for School Test Coordinators will still be used to communicate school orders to District Test Coordinators.

To manage the Additional Materials system:

1. Select the appropriate **Administration**.
2. To enter a new order, click on **Add Order** and enter order quantities per material. Shipping notes can be added in the **Notes** tab.
3. To find an existing order, click on **Find Orders**.

Note: Existing orders can be updated or deleted if they are in the “Submitted” status.



# Test Administrator (TA) Number System

Test Administrator (TA) Numbers will be captured within eDIRECT Teachers management.

## To enter, search, and edit TA Numbers:

1. Within **Test Setup**, select **Teachers**.
2. Select the appropriate **Administration**.
3. To upload multiple TA Numbers, select the **Upload Multiple Teachers** tab, review the required file layout .PDF with instructions for how to create and format the file. Once the .csv file is ready, upload the file. All TA Names and Numbers will automatically be added.
4. To add an individual TA Number, click the **Add Teacher** button, enter the required fields, then click on **Save**.
5. To search for TA Numbers, click on **Find Teachers**.
6. To view or edit Teacher information, click on the **View/Edit** icon under the **Action** column

Note: Throughout the TA Number System there are built-in instructions for how to use it. Anytime you see **+Instructions**, you can click on the plus sign and the instructions will expand.

# Student Management

Students may either be added individually or in an upload for multiple users.

Test coordinators can edit certain fields (e.g., 504, LEP, Sped status).

Additionally test coordinators will need to document certain accommodations within the system.

## Manage Students

Manage Students

Upload Multiple Students

[Instructions](#)

\* Indicates required fields

Administration

Arizona - 2014

District

CCR Test District - 99999

School

CCR Test School - 99999

Last Name

First Name

State Student ID

Grade

Content Area

Session

Online Test Status

Session Assignment

Find Students

Clear

Students

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

# Test Session Management

Once all students are uploaded to eDIRECT, test sessions must be created. One test session is created within the system for each group of students taking a test.

For example, a group of students taking Algebra I would be grouped into one test session which would generate a test ticket for each student for each part of the test.

## Test Sessions

### [Instructions](#)

\* Indicates required fields

Administration Arizona - 2014 *	District CCR Test District - 99999 *	School CCR Test School - 99999 *
Last Name <input type="text"/>	First Name <input type="text"/>	State Student ID <input type="text"/>
Session <input type="text"/>		
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"/>	CCR Test District	CCR Test School	ELA WLR, Gr 04 (1)	Gr 04 – ELA: Writing, Language, and Research	Not Started	8/20/2014	8/27/2014	      
<input type="checkbox"/>	CCR Test District	CCR Test School	Math, Gr 04 (1)	Gr 04 – Mathematics	Not Started	8/20/2014	8/27/2014	      
<input type="checkbox"/>	CCR Test District	CCR Test School	ELA LI, Gr 04 (1)	Gr 04 – ELA: Literature and Informational Text	Not Started	8/20/2014	8/27/2014	      

Add Session

Export to Excel











Unlock Selected

Unlock All

Export Student Details

# Printing Test Tickets and Rosters

- School Test Coordinators or Test Administrators must print Test Tickets and Rosters prior to testing session.
- Test Tickets contain test login information; tests are activated once a student logs in with username and password provided on Test Ticket.
- Test Administrators must verify that each student has their correct Test Ticket (one ticket needed per content area).
- Student Test Tickets and Rosters are secure materials. They must be distributed, collected and accounted for, and securely destroyed following testing.

Session Detail							
District	School	Session Name	Assessment	Status	Begin Date	End Date	Action
Sample District	Sample School 1	Training Teacher/Class/S	Reading Grade 6 FT	Not Started	9/1/2010	9/1/2011	    
Sample District	Sample School 1	Training Teacher/Class/S	Reading Grade 7 FT	Not Started	9/1/2010	9/1/2011	    

# Discussion

In your district, who is responsible for each of these actions? What do you think are the next steps in each one for your district?

Action	Responsible Parties	Next Steps
Creating and maintaining user accounts		
Adding additional students		
Adding accommodations and accessibility (e.g., text-to-speech)		
Creating test sessions		
Printing and distributing test tickets		





## Before the Assessment: Preparing Devices

# Actions Required to Prepare Devices

The DRC system requires more preparation on the front end but this results in significant benefits during testing.

Action	Timeline
Set up Testing Site Managers (TSMs)	October
Install Insight on all testing devices	October
Utilize system readiness check and management tools	October

# Testing Site Manager (TSM)

The Testing Site Manager (TSM) is required. The TSM is available in both a 32 and 64 bit version and provides for content and response caching as well as additional diagnostic tools. The 64 bit version is required when a TSM will be serving more than 150 simultaneous testers. Both versions are now available in [eDIRECT](#). Districts should begin preparing TSM and testing devices for the November EOCs.

## Content Caching

- Content Caching stores test content on the TSM.
- When students login to test, cached content is retrieved from the TSM instead of from DRC's servers, thereby reducing demands on Internet bandwidth.

## Response Caching

- Response Caching buffers and stores test responses on the TSM if testing computers stop communicating with the DRC INSIGHT servers.
- Cached responses are stored on the TSM for transmission to DRC when the connection to DRC INSIGHT servers has been re-established.
- Testing can continue if the connection to DRC is disrupted, but cached responses must be transmitted to DRC before the student can log into the same test again.

# TSM Management and Trouble-Shooting Tools

## **Ping Trend Graphs**

- Allows districts/schools to see times when Internet traffic is heaviest

## **Load Simulator**

- Performs load simulations to estimate the amount of time it will take during testing to download tests and upload responses
- Compares content download speeds from the TSM, from DRC, or a specific client configuration
- Identifies machines not functioning as well as others in a lab setting
- May show potential whitelisting issues if data takes longer to download or fails to download

## **Capacity Estimator**

- Estimates the time it will take to download the web-based test engine based on the number of students testing
- Estimates how long a student will wait for a test to load with and without Content Caching via the TSM
- Estimates the time it will take for a student to receive the next question when he or she finishes a question

# System Readiness Check

The INSIGHT browser must be installed on each testing device. Once the secure browser is installed, the System Readiness Check will verify that the device meets the specifications required for testing. Device requirements can also be found [here](#).



**Enter Access Code**

System Information			
Client Version	Configuration Source	Installation Directory	
5.2.0	Local File	C:\Program Files (x86)\DRC Online Assessments	
Machine Name	User Name	OS Level	OS Version
MGLT11862	CMathwig	Microsoft Windows 7 Professional Service Pack 1 (build 7601), 64-bit	6.1
Response Caching TSM Connection	Response Caching TSM Configuration	Content Caching TSM Connection	Content Caching TSM Configuration
https://localhost:8443/	Yes	https://localhost:8443/	Yes
HTTPS Proxy	District	School	
	DRC Use Only - Sample District	DRC Use Only - OTT Sample School	

Required Test List		
Status	Test Name	Details
✓	Screen Resolution	<input type="button" value="Details"/>
✓	Internet Connection	<input type="button" value="Details"/>
✓	RAM	<input type="button" value="Details"/>
✓	Audio Capability	<input type="button" value="Details"/>
✓	OS Level	<input type="button" value="Details"/>
✓	User Agent	<input type="button" value="Details"/>
✓	Response Caching TSM Connection	<input type="button" value="Details"/>
✓	Response Caching TSM Status	<input type="button" value="Details"/>
✓	Response Caching TSM Version	<input type="button" value="Details"/>
✓	Content Caching TSM Connection	<input type="button" value="Details"/>
✓	Content Caching TSM Version	<input type="button" value="Details"/>

Copyright © 2015 Data Recognition Corporation.



# eDIRECT General Information




The eDIRECT system includes the necessary installation downloads (e.g., INSIGHT, TSM) for technology coordinators.

**Test Setup General Information**

AboutDownloadsTutorials

Instructions

Software Downloads

Testing Software Downloads				
Title	Platform	Operating Systems	Version	Action
DRC INSIGHT Android	Android	Android Lollipop 5.0 API 21, Android Lollipop 5.1 API 22	6.1.0	
Use the above to configure Google Play for Education enrolled Android devices to work with DRC INSIGHT. Note: See 'Systems Requirements' for list of supported Android touch devices.				
DRC INSIGHT Mac Installer	Mac OS	10.7, 10.8, 10.9, 10.10 (Mac Server Software is not supported)	6.0.0	
Use the installer above to download the DRC INSIGHT test engine.				
DRC INSIGHT Windows Installer	Windows	Windows Vista, Windows 7, Windows 8, Windows 8.1	6.0.0	

# Discussion

In your district, who is responsible for each of these actions? What do you think are the next steps in each one for your district?

Action	Responsible Parties	Next Steps
Installing INSIGHT		
Setting up the TSM		
Completing System Readiness Checks		



## During the Assessment: Test Management

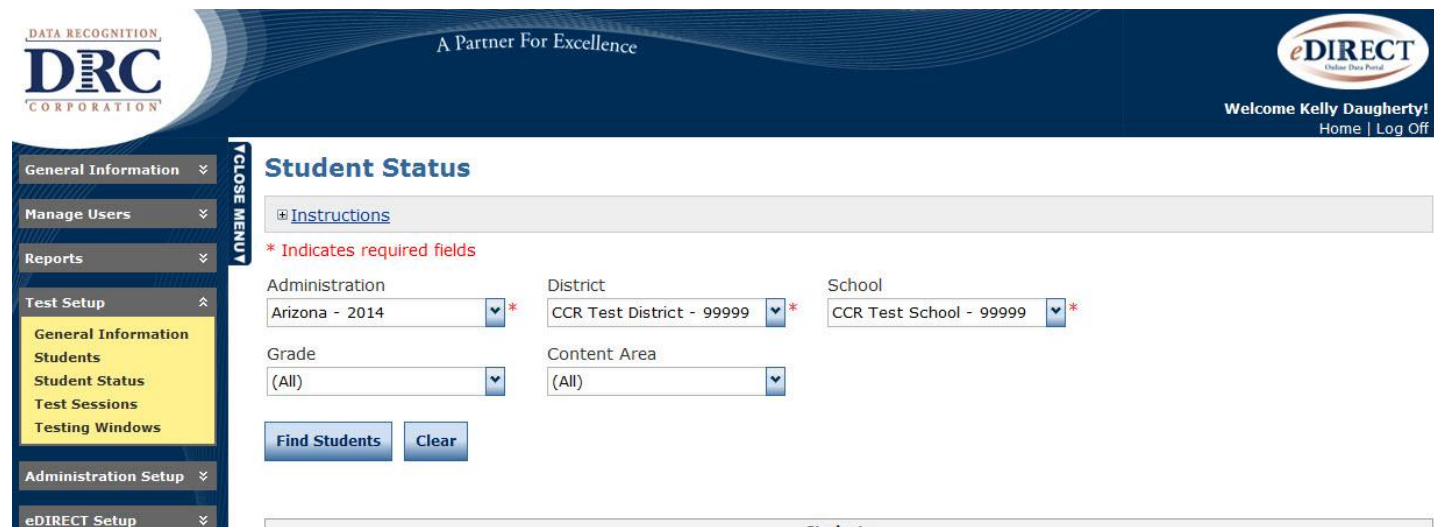
# Student Sign In

Students will need to sign into the operational assessments. Refer to the test ticket for the username and password

- Username will be the student's first name initial and last name (up to 10 characters) and a number.
- Password will be Alpha-Numeric
  - The first four characters will be random letters all capitalized
  - The last four characters will be random numbers
  - The password is not case sensitive

# Viewing Student Status

- This is where School Test Coordinators and Test Administrators can view students' test status.
- It is recommended that Student Status is verified prior to excusing a testing session.
- Status types: Not started, In Progress, Completed
- Testing Status may also be viewed at the Test Session level within **Test Sessions**, then **Status Summary** tab.



The screenshot shows the eDIRECT web application interface. At the top, there is a header with the DRC Corporation logo on the left, the tagline "A Partner For Excellence" in the center, and the eDIRECT logo with the text "Online Data Portal" on the right. Below the eDIRECT logo, it says "Welcome Kelly Daugherty!" and "Home | Log Off".

On the left side, there is a vertical navigation menu with the following items: "General Information", "Manage Users", "Reports", "Test Setup", "General Information", "Students", "Student Status" (highlighted in yellow), "Test Sessions", "Testing Windows", "Administration Setup", and "eDIRECT Setup".

The main content area is titled "Student Status". Below the title, there is a link for "Instructions". A red asterisk indicates required fields. The form contains several dropdown menus: "Administration" (set to "Arizona - 2014"), "District" (set to "CCR Test District - 99999"), "School" (set to "CCR Test School - 99999"), "Grade" (set to "(All)"), and "Content Area" (set to "(All)"). At the bottom of the form, there are two buttons: "Find Students" and "Clear".



## Next Steps

# Office Hours

Every Tuesday at 1pm, the Department will host office hours. Click here to [participate](#). See below for a list of topics and dates in September.

Date	Topic	Audience
September 6, 2016 <i>*occurred during the monthly call</i>	Accessing and Creating Users in eDirect	District Administrators
September 13, 2016	Preparing for District EAGLE Uploads	District Administrators
September 20, 2016	Building and Administering EAGLE Tests	District Administrators
September 27, 2016	Accessing EAGLE Reports	District Administrators

# In-Person Trainings

During October half day in-person trainings for EOC and EAGLE will be held as noted below. District test coordinators, technology coordinators and other support staff are invited to attend. Registration is available in [Coursewhere](#).

Date	Location
October 6	Monroe
October 7	Bossier
October 10	Jefferson Davis
October 11	Rapides
October 18	Baton Rouge
October 20	Harvey

# District Support

The Assessment team offers multiple avenues of support to districts, schools, and teachers seeking information or assistance about assessment administration and accountability.

## **Assessment@**

- All stakeholders are encouraged to email assessment and accountability questions and/or concerns to [assessment@la.gov](mailto:assessment@la.gov).

## **Assessment Hotline**

- For immediate assistance regarding assessment and accountability, district-level staff may call the Assessment Hotline at 1-844-268-7320.

# Next Steps

Action	Timeline
Access the OTTs and Tutorials	September
Create additional users and set appropriate permissions	October
Install INSIGHT on all testing devices, set up Testing Site Managers (TSMs) and use Device Toolbox and Readiness Check	October
Attend regional in-person trainings	October
Access manuals and user guides	Mid-late October
Order additional materials (e.g., Braille, communication script)	Early November
Add additional students and create test sessions	Early November
Print test tickets and rosters	Mid-late November