

This document should be used to administer the LEAP 360 Diagnostic and Interim assessments outside of the local school building. The specifications and instructions below include:

- [device setup](#)
- [accessing the test remotely](#)
- [student training/tutorials](#)
- [taking the test](#)

### **Device Setup**

In order to access the LEAP 360 Diagnostic or Interim assessment, the student will need:

1. a computer (desktop or laptop), or a device, such as an iPad or Chromebook.
2. the latest version Google Chrome Browser (required for remote testing),
3. to download and install the latest version of the Chrome browser, go to <https://www.google.com/chrome/>.
4. at least 2GB of RAM memory
5. a screen size of at least 9.5 inches
6. a screen resolution of 1024x768

### **REMINDERS:**

- ✓ Users should verify that the computer or device works for the Online Tools Training prior to taking the test. Directions for accessing the Online Tools Training are included under the **Student Training/Tutorials** section of this document.
- ✓ Students who have an Individual Accommodation Plan or IEP may have accommodations enabled prior to test administration.
  - a. Teachers must assign the online audio/text-to-speech (TTS) feature when they create a test session for the student.
  - b. For the online audio/TTS feature to work, the computer must have speakers or headphones.

### **Accessing the Test Remotely**

1. Once a test session is set up by the school test coordinator or teacher, the student should receive a notification with details, including a date and time for testing.
2. Prior to testing, parents and students should read through the instructions and familiarize themselves with what to expect on test day.

### **Student Training/Tutorials**

#### *Online Tools Training - Tutorial*

1. Using the Google Chrome browser, the student should go to: <https://wbte.drcedirect.com/LA/portals/la>
2. The student will see the **Main Menu**. To practice testing, the student should click on **Online Tools Training** under the LEAP 2025 Practice Test banner.


3. This will open a **List of Tests**. These are practice tests that will not be scored, but they are similar to the actual test that students will take. Clicking on a test name will expand the list and provide a selection of levels. The **Back** button in the lower right corner will take the student back to the **Main Menu**.
4. From the list, the student should select the grade level of the test they would like to use for practice. The **Back** button in the lower left corner will take the student back to the **List of Tests**.
5. The student should enter the login credentials shown on the **Login Page**. The log-in credentials from the test ticket provided by the student's teacher should not be used to access Online Tools Training (OTT).
6. The OTTs provide detailed instructions for testing and allow students to explore the tools available when they are taking the actual diagnostic assessment. The student can try testing in different content areas. When the student finishes practice, they can use the **Back** button on the **List of Tests** page to return to the **Main Menu**.

### Taking the Test

When instructed by their teacher, the student should follow the steps below to take the Diagnostic or Interim assessment.

1. Using the Google Chrome browser, the student should go to:  
<https://wbte.drcdirect.com/LA/#portal/la/510228/adminId=510228>
2. Students should have the following materials available before beginning the test:
  - a. Test ticket (provided by the school system)
  - b. Scratch paper
  - c. Pencil
  - d. Calculator (Only on the appropriate math session)
  - e. Math reference sheet (see instructions below)NOTE: To access the math reference sheet for the math test, students should



select the  button after logging into the test.

3. The student should enter the login credentials from the test ticket provided by their teacher.



4. The student should then follow the on-screen instructions to complete their tests.

**TIPS/REMINDERS**

- ✓ If the student needs a short break during the test administration (such as a bathroom break), they should click on the **Pause** button. A countdown appears on the screen which, keeps track of the time left before the system automatically exits the test.
- ✓ If the test is not resumed within 20 minutes, the student will be exited from the test automatically. However, the student can sign back in to finish the test using the original login credentials provided by their teacher.
- ✓ Parents, guardians or other adults can assist the student during testing if they have difficulties with the testing device (computer, iPad), if the student has trouble logging into the test, or if the student has questions about the test directions. However, they should not read the test questions or give clues or hints about the answer.
- ✓ The parent, guardian, or student should arrange for some time without interruptions before the student begins the test.
- ✓ Students should be encouraged to work in a quiet area without distractions.
- ✓ Most importantly, students should be reminded that it is OK if they don't know all of the answers and that their best effort will help their teacher make plans for instruction.